



ONTARIO SOUTH ASSEMBLY (AREA 86)
AL-ANON/ALATEEN FAMILY GROUPS

SECTION 11: ALATEEN
H: ONTARIO SOUTH ALATEEN ADVISORY COMMITTEE
FINANCES

Page 1 of 3
2011 10

1. Background:

In the past, the committee (known as the Alateen Unity Committee) had a bank account. The monies came from donations, fundraising efforts by Alateen and successful Unity Conferences. Due to the de-registration of Alateen groups in Ontario South in 2005, change over of service positions, and a lack of activity in Alateen service, these funds were given to the Ontario South Area Treasurer in 2005.

These funds will be handed over to the OSAAC Executive Liaison when the charter (Section 11G) is passed. These funds will cover some OSAAC member expenses, OSAAC projects and Unity Conference start up funds as outlined below.

2. Assembly Approval of Section 11: H Finances:

Revisions to this section are to be sent to Area Chairperson by January 1st. Revisions may then be presented at AWSC and Assembly for approval.

3. Managing OSAAC Funds:

OSAAC members will decide who will be responsible for managing OSAAC funds and a bank account. Those eligible will be: Area Alateen Coordinator; OSAAC Advisor, or an Alateen OSAAC member. The member will be appointed and assume the responsibilities of OSAAC Treasurer.

4. Expenses Covered by OSAAC Funds:

1. OSAAC members are listed in Section 11G, 3. Elected Members of the Committee and 6. Appointed Members of the Committee:
2. For scheduled OSAAC meetings, members submit their expenses (with receipts) to the OSAAC Treasurer. Use Form E - Expense Form
3. Expenses covered:
 - travelling expenses;
 - meals, according to the area guideline;
 - telephone calls, postage and miscellaneous items, as a result of carrying out responsibilities for the committee;
 - one night accommodation to be provided if travelling over 4 hours one way;
 - meeting space for one planning meeting.
4. If expenses can be calculated prior to an OSAAC meeting or Area Alateen Service meeting, an advance may be requested from the OSAAC Treasurer.

5. Expenses Covered by Ontario South Assembly (OSA):

The OSAAC Chairperson and Area Alateen Coordinator/Executive Liaison's expenses are covered for the following:

1. To attend AWSC and Assembly: Registration, travel, accommodation and meals are covered, as outlined in Section 4: AWSC, 10. Costs and Section 5: Assembly, 7. Costs.
2. To chair scheduled OSAAC meetings (one in March/April and one at Assembly) and Area Alateen Service meetings held at conferences: Travel, meal allowance as shown on Form E, and one night accommodation to be provided if travelling over 4 hours one way. Conference registration is not covered. Attending the conference is a personal choice not a responsibility of the position.
3. In compliance with Ontario South Alateen Safety Guidelines, when required, a SAM, parent, or guardian, may be required to escort a committee member to the meeting. In this situation, the same expenses will be covered for the escort.

6. Contributions:

Any donations, proceeds from Unity Conference or fundraising monies that are received for OSAAC will be sent to the OSAAC Treasurer.

7. Unity Conference Funding:

1. Upon OSAAC approval, OSAAC may provide start up funds, up to \$500, to the Unity Conference Committee.
2. Should the facility for the conference require a facility deposit, with signing of the contract, this facility deposit shall be paid by OSAAC Treasurer in addition to the start-up fund.
3. The start-up fund and the facility deposit for the Unity Conference will be returned to the OSAAC Treasurer, in the amount agreed upon by the Unity Chairperson and the OSAAC Treasurer, within 60 days of the end of Unity or upon such other date as agreed by the parties.
4. When all expenses are paid any remaining funds will be returned to the OSAAC Treasurer.
5. A full financial report will be presented to the OSAAC at the OSAAC meeting held at the Assembly following the Unity Conference.

8. Bank Account:

A bank account may be opened with at least two OSAAC members with access and authority to conduct banking transactions. Another Advisor may be added, for ease of banking transactions.

9. Fundraising:

While Ontario South Assembly has made a commitment through budget approval to support OSAAC and make funds available, OSAAC members and Alateen members in Ontario South are encouraged to follow the principle of being fully self-supporting. Alateen members may undertake fundraising efforts to support OSAAC activities and contribute to the OSAAC account to ensure funds are available.

10. Financial Reporting:

OSAAC will provide a statement of income and expenses at AWSC and Assembly.