



Virginia Area Assembly

TREASURER'S REPORT

May 20, 2018

1. ATTACHMENTS

- A. Budget v. Actual Report, April 30, 2018
- B. Income-Expense Comparison by Category, April 30, 2018
- C. Group Contributions as of April 30, 2018
- D. Semiannual Appeal Results, April 30, 2018
- E. Check Illustration
- F. Suggested Area 57 Guidelines for Group Contributions

2. QUICK SUMMARY

Account	Balances as of April 30		
	2016	2017	2018
Checking	\$40,550	\$32,753	\$31,162
Savings	24,951	24,956	21,931
PayPal	0	12,026	15,484
Convention	17,688	9,474	13,534
Total	\$83,189	\$79,209	\$82,111

3. INCOME

Contributions for January thru April 2018 are right where they should be at 33 percent of the budget (Attachment A). We are off to a good start. DRs and GRs, please keep up the good work reminding groups and districts to send their contributions.

4. EXPENSES

Expense information thus far is inconclusive. The next report for the Assembly in October will have more meaningful expense information. We have booked all of the expected registration income, but very little expense as of now. A hotel bill of about \$20 thousand will be paid by the end of May or early June.

5. DISCUSSION

A. We have reached a consensus to include Area Convention finances with other Area finances. Because of this change in accounting procedures, transfers of funds from the Area bank accounts into the Convention bank account and vice versa (when warranted), will not show up in consolidated income and expense financial reports. These transfers will be noted in future narrative reports to maintain visibility of the Area commitment to fund Area Conventions. Only actual income and outlays to and from the Area will appear in our reports.

B. The Virginia Area Al-Anon Alateen Assembly, Inc., is now a nonprofit corporation registered in the Commonwealth of Virginia. Our informal name, Virginia Area Assembly, is registered in Fairfax County as a legal name under which we may conduct our business. On April 25th we filed an IRS Form 990-EZ (Short Form Return of Organization Exempt from Income Tax) with the Federal Government, with a copy to the Virginia Department of Tax Administration.

C. On April 27th, we completed our application for a business credit card and we are awaiting receipt of the card.

Respectfully submitted:

Bruce L. Burrows
Area Treasurer

VIRGINIA AREA ASSEMBLY 2018 BUDGET v. ACTUAL REPORT

AS OF: April 30, 2018

INCOME	Budgeted	Actual	Percent	Notes
01 001-029 Group & District Contributions	\$ 22,900	\$ 7,947.69	35%	
01 098 Service Center Contributions	\$ 400	\$ 100.00	25%	
01 099 + 02 Other Income	\$ 1,500	\$ 123.34	8%	
TOTAL OPERATING INCOME	\$ 24,800	\$ 8,171.03	33%	Reference percent = 33
EXPENSES	Budgeted	Actual	Percent	
10 DELEGATE				
WSC Equalized Travel	\$ 1,900		0%	
WSC Incidentals	\$ 100		0%	
Area Expenses	\$ 100	\$ 44.00	44%	
Southeast Regional SERDGT	\$ 450	\$ 590.78	131%	
20 OTHER OFFICERS				
Chair	\$ 250		0%	
Alternate Chair	\$ 100		0%	
Alternate Delegate	\$ 200		0%	
Secretary	\$ 200		0%	
Treasurer	\$ 100	\$ 122.05	122%	
Alternate Secretary/Treasurer	\$ 50		0%	
21 COORDINATORS/LIAISONS/OTHER				
Alateen Coordinator	\$ 500		0%	
Area Alateen Process Person	\$ 300		0%	
Archives	\$ 300	\$ 150.00	50%	
Group Records	\$ 100		0%	
Literature	\$ 50		0%	
Long Range Planning Committee	\$ 100		0%	
Public Outreach	\$ 200		0%	
30 OPERATIONS				
Bank Service Charges	\$ 10	\$ 87.00	870%	check/deposit slip order
Capital Expenses/Equipment	\$ 500	\$ 491.90	98%	Corp reg \$175, WEBEX 1 yr \$316.90
Event Insurance	\$ 400		0%	
Post Office Box	\$ 50		0%	
Public Outreach Scholarships	\$ 250		0%	
Semiannual Appeal Costs	\$ -		#DIV/0!	used email
40 MEETINGS				
Donations to Meeting Venues	\$ 300		0%	
Officers Meetings	\$ 100		0%	
VAWSC Meetings	\$ 400	\$ 171.37	43%	
50 WEBSITE	\$ 3,300	\$ 863.40	26%	maintenance & hosting
60 CONVENTION 2019	\$ 2,783	\$ 1,442.04	52%	actual expenses
ASSEMBLIES				
70 Spring Assembly Area Expenses	\$ 5,800	\$ (16,277.68)	-281%	few Assembly expenses booked
71 Fall Assembly Area Expenses	\$ 5,800		0%	
Miscellaneous	\$ 107		0%	balance income & expenses
TOTAL OPERATING EXPENSES	\$ 24,800	\$ (12,315.14)	-50%	too early in the year
Income minus Expenses	\$ -	\$ 20,486.17		
Prior Year Surplus or (Deficit)	\$ 2,059.09	\$ 2,059.09		
Carry Forward to Next Year	\$ 2,059.09	\$ 22,545.26		

Income-Expense Comparison by Category
1/1/2017 through 4/30/2018

5/3/2018

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Category	1/1/2017- 4/30/2017	1/1/2018- 4/30/2018	Amount Difference
INCOME			
01 Contributions			
001 Albemarle	559.00	555.02	-3.98
002 Springfield Annandale	463.20	319.00	-144.20
003 Arlington	222.63	222.96	0.33
004 Blue Ridge	557.30	43.54	-513.76
005 Bull Run	910.78	692.28	-218.50
006 Central Valley	220.00	87.00	-133.00
007 Eastern Shore	0.00	50.00	50.00
008 Fairfax	768.80	710.00	-58.80
009 Falls Church Vienna McLean	620.85	431.00	-189.85
010 Loudoun Reston	840.98	714.66	-126.32
012 Nansemond	91.00	270.93	179.93
013 New River	78.00	0.00	-78.00
014 Norfolk	143.57	90.60	-52.97
015 Northern Neck	100.00	0.00	-100.00
016 Peninsula	822.22	481.73	-340.49
017 Piedmont	0.00	15.28	15.28
018 Alexandria	175.00	322.00	147.00
019 Rappahanock	231.00	75.00	-156.00
020 Richmond North	925.30	1,191.06	265.76
021 Roanoke Alleghany	150.00	230.00	80.00
022 Seven Hills	25.00	180.29	155.29
023 Southside	50.00	0.00	-50.00
027 Virginia Beach	570.83	588.00	17.17
029 James River South	263.50	677.34	413.84
098 Al-Anon Service Centers	200.00	100.00	-100.00
099 Other	98.00	121.76	23.76
TOTAL 01 Contributions	9,086.96	8,169.45	-917.51
02 Other Income	1.63	1.58	-0.05
TOTAL INCOME	9,088.59	8,171.03	-917.56
EXPENSES			
10 Delegate			
3 Southeast Regional SERDGT	0.00	590.78	-590.78
4 Area Expenses	0.00	44.00	-44.00
TOTAL 10 Delegate	0.00	634.78	-634.78
20 Other Officers			
3 Alt Delegate	598.38	0.00	598.38
5 Treasurer	25.80	122.05	-96.25
TOTAL 20 Other Officers	624.18	122.05	502.13
21 Coordinators, Liaisons, Other			
3 Archives	150.00	150.00	0.00

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Income-Expense Comparison by Category

1/1/2017 through 4/30/2018

5/3/2018

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Category	1/1/2017- 4/30/2017	1/1/2018- 4/30/2018	Amount Difference
TOTAL 21 Coordinators, Liaisons, Other	150.00	150.00	0.00
30 Operations			
1 Bank Service Charges	0.00	87.00	-87.00
7 Corporate Registration	0.00	175.00	-175.00
8 Communications	0.00	316.90	-316.90
TOTAL 30 Operations	0.00	578.90	-578.90
40 Meetings			
1 Donations to Meeting Venue	300.00	0.00	300.00
3 VAWSC Meetings	175.36	171.37	3.99
TOTAL 40 Meetings	475.36	171.37	303.99
50 Website	949.96	863.40	86.56
60 Convention			
2 Other income	0.00	-57.96	57.96
5 Supplies, printing, copying, etc.	0.00	1,500.00	-1,500.00
TOTAL 60 Convention	0.00	1,442.04	-1,442.04
70 Assembly, Spring			
1 Registration Income	-25,362.36	-22,960.20	-2,402.16
4 Hotel Expense-AV, food, coffee, etc.	6,000.00	6,000.00	0.00
6 Supplies, Printing & Other	2,371.16	552.52	1,818.64
7 Scholarships	130.00	130.00	0.00
TOTAL 70 Assembly, Spring	-16,861.20	-16,277.68	-583.52
TOTAL EXPENSES	-14,661.70	-12,315.14	-2,346.56
OVERALL TOTAL	23,750.29	20,486.17	-3,264.12

Group Contributions
1/1/2018 through 4/30/2018

5/3/2018

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Date	Description	Amount
INCOME		8,171.03
01 Contributions		8,169.45
001 Albemarle		555.02
1/2/2018	30578533 Keep It Simple	40.00
2/5/2018	30596458 Saturday Morning Step	100.00
2/26/2018	502073 Bound To Improve	75.00
2/27/2018	13823 Monday Night	237.00
3/5/2018	30648896 Rockfish Gap	40.00
3/5/2018	30637923 Quiet Moments	63.02
002 Springfield Annandale		319.00
1/4/2018	60385 Friday AM Discussion	200.00
2/20/2018	13789 Breath of Life	30.00
2/23/2018	14039 Courage To Change	36.00
3/23/2018	30657676 Just for Today	53.00
003 Arlington		222.96
1/3/2018	30564272 As We Understood Step Study	70.00
1/6/2018	32695 South Arlington	30.00
1/25/2018	30564272 As We Understood Step Study	32.00
2/3/2018	13798 Ballston	3.00
3/1/2018	30687694 High Nooners	57.96
4/17/2018	32695 South Arlington	30.00
004 Blue Ridge		43.54
1/3/2018	30587723 Thank Goodness It's Sunday	5.00
3/24/2018	30587723 Thank Goodness It's Sunday	38.54
005 Bull Run		692.28
1/3/2018	30505917 Manassas Men	100.00
1/4/2018	32340 Thursday Forum	141.55
1/26/2018	54771 New Hope	53.40
1/30/2018	40875 Nokesville	280.00
2/6/2018	13936 Good Morning Manassas	25.00
4/9/2018	32340 Thursday Forum	82.33
4/16/2018	28113 Hope and Help	10.00
006 Central Valley		87.00
3/17/2018	14078 Waynesboro 12 & 12	15.00
3/31/2018	30654852 Discovering Choices	72.00
007 Eastern Shore		50.00
1/2/2018	30552330 Steps to Serenity	25.00
1/2/2018	67375 How It Works	25.00
008 Fairfax		710.00
1/5/2018	District Contribution	330.00
1/11/2018	District Contribution	200.00
1/17/2018	30502268 Recovering Parents	80.00
3/22/2018	30582605 Burke Mens Step	100.00
009 Falls Church Vienna McLean		431.00

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Group Contributions
1/1/2018 through 4/30/2018

5/3/2018

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Date	Description	Amount
1/16/2018	62182 Ladies Night Out	28.00
1/17/2018	14051 Beulah Road	102.00
3/12/2018	13867 Great Expectations	210.00
3/26/2018	64511 Half Measures Aailed Us Nothing	91.00
010 Loudoun Reston		714.66
1/5/2018	46037 4-M Mens	285.00
1/16/2018	47696 Thank God It's Saturday	60.00
1/29/2018	District Contribution	150.00
2/17/2018	503358 Saturday Serenity	200.00
2/23/2018	62752 Lunch Group	19.66
012 Nansemond		270.93
1/10/2018	503098 New Beginnings	100.00
1/17/2018	30586151 Monday Night	15.00
1/26/2018	66762 Just for Today	22.00
1/26/2018	30586151 Monday Night	33.93
4/16/2018	26483 Greenbrier	100.00
014 Norfolk		90.60
1/20/2018	62605 Courage To Change	48.60
2/20/2018	66891 Downtowners	42.00
016 Peninsula		481.73
1/26/2018	50733 Monday Morning Women	30.00
1/26/2018	52330 Friday Morning Women	30.00
1/30/2018	14080 Williamsburg Step Study	29.20
2/2/2018	30525268 Up The Creek	33.63
2/3/2018	13951 Serenity	50.00
2/5/2018	51837 Relationships with Serenity	25.00
2/13/2018	30619920 Walking Thru Recovery	29.60
2/20/2018	30639953 Breakfast Club	40.00
3/2/2018	64343 Williamsburg Step Study	80.00
3/2/2018	60778 Baby Steps	25.00
3/29/2018	13888 Progressive	69.30
4/14/2018	501168 Openness & Friendship	40.00
017 Piedmont		15.28
2/1/2018	14075 Tue-Sat Evenng Serenity	15.28
018 Alexandria		322.00
1/8/2018	44148 Sunday Evening Old Town	25.00
1/16/2018	44148 Sunday Evening Old Town	157.00
2/20/2018	30576443 Serenidad	25.00
3/26/2018	44148 Sunday Evening Old Town	25.00
3/29/2018	District Contribution (APPEAL)	90.00
019 Rappahanock		75.00
1/22/2018	51545 New Beginnings	25.00
3/27/2018	63017 Serenity Seekers	50.00
020 Richmond North		1,191.06
1/8/2018	50095 Monday Strength & Hope	50.00

Group Contributions
1/1/2018 through 4/30/2018

5/3/2018

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Date	Description	Amount
1/9/2018	66389 Al-Anon Spoken Here	157.72
1/13/2018	30632608 Saturday Serenity	82.80
2/13/2018	65244 Light Of Serenity	160.00
3/13/2018	502457 Paths to Recovery	120.00
3/23/2018	13992 Happy Wednesday	180.00
4/7/2018	66389 Al-Anon Spoken Here	235.48
4/19/2018	30632608 Saturday Serenity	205.06
021 Roanoke Alleghany		230.00
1/2/2018	14022 Wednesday Morning	50.00
1/4/2018	30503203 TGIF	40.00
1/16/2018	51031 Moneta	15.00
1/19/2018	40904 Saturday Morning	30.00
1/30/2018	30634990 Hope for All	50.00
2/6/2018	503863 Saturday Night Live	20.00
3/26/2018	502330 Keep It Simple	10.00
3/30/2018	51031 Moneta	15.00
022 Seven Hills		180.29
1/22/2018	52937 In Search of Serenity	30.29
3/27/2018	13931 Spiritual Awakenings	50.00
3/29/2018	30609228 Thursday Night	100.00
027 Virginia Beach		588.00
1/2/2018	30569949 Beach Parents	95.00
1/26/2018	60471 Corporate Landing	70.00
2/22/2018	24754 Sandbridge	50.00
3/1/2018	14064 Changing Attitudes	10.00
3/27/2018	62794 Basic Recovery	15.00
4/3/2018	14070 Wednesday Noon	59.01
4/3/2018	14063 Beginner	65.60
4/4/2018	30569949 Beach Parents	103.39
4/13/2018	60471 Corporate Landing	70.00
4/19/2018	24754 Sandbridge	50.00
029 James River South		677.34
1/5/2018	29662 Sunday Optimists	275.60
2/13/2018	52415 Monday Womens 4th Step	146.70
2/19/2018	30616272 Parents with Hope	125.04
4/7/2018	31169 Courage to Be	50.00
4/17/2018	42366 Thursday 12 & 12	80.00
098 Al-Anon Service Centers		100.00
1/23/2018	ASC Tidewater	100.00
099 Other		121.76
1/29/2018	Paypal Individual Contribution	51.37
4/2/2018	Paypal Payment	9.41
4/6/2018	Paypal Payment	23.97
4/9/2018	Paypal Payment	37.01
02 Other Income		1.58

Group Contributions
1/1/2018 through 4/30/2018

5/3/2018

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Date	Description	Amount
1/31/2018	Deposit	0.42
2/28/2018	Deposit	0.38
3/31/2018	Deposit	0.42
4/30/2018	Deposit	0.36
EXPENSES		12,048.25
TRANSFERS		0.00
OVERALL TOTAL		20,219.28

INCOME FROM APPEAL LETTERS

as of April 30, 2018

Note: these are memo entries, already included in contributions report.

Postmark	District	Group #	Group Name	Amount	Subtotal
<u>FALL 2017</u>					
1/5/2018	8		Distict Contributiion (APPEAL)	330.00	
2/3/2018	3	13798	Ballston (APPEAL)	3.00	333.00
<u>SPRING 2018</u>					
3/29/2018	18		Distict Contributiion (APPEAL)	90.00	90.00
					<u><u>423.00</u></u>

August 6, 2016

Virginia Area Assembly Check Illustration

Name on Bank Account	<u>1/1/2016</u>	222
		date
Pay to the Order of <u>Virginia Area Assembly</u>		\$ 1,000,000.00
<u>One million and 00/100</u> ~ ~ ~ ~ ~		DOLLARS
AIAnon World Bank 123 Sanity Street Serenity, USA 99999	<u>Name of Your Group</u>	
For <u>057 - 099 - 00012345</u>	<u>Treasurer's Signature</u>	
--- 1 2 3 4 5 6 7 8 9 - 0 2 2 2 --- 3 3 3 3 3 3 3 3 3 3 --- 0 0 1		

Please pass this illustration to your groups' treasurers!

1. On the "pay to the order of" line, please enter only, Virginia Area Assembly.
2. On the For (memo) line (lower left), enter your Area, District and Group number as shown in the example (numbers shown are fake numbers, not an actual group). The Area number is **057**. Your District number appears in the box below. Your five-to-eight digit Group number appears on envelopes mailed to your Group from the WSO, or ask your District Representative. If this is a District or individual contribution, please write that on the memo line instead of the group number (but do write the District number).
3. Above your signature, write your group's name as shown above. If the check is sent in response to the Area Semiannual Appeal, write "(appeal)" to the right of your group's name, or at the top center of the check.
4. All of this information is needed by our Area Treasurer to properly record your contributions so that your District and Group receive credit. Otherwise your contributions will appear in Area financial reports under "miscellaneous contributions."

Table of District Numbers

001 Albemarle	011 <i>unused number</i>	021 Roanoke Alleghany
002 Springfield Annandale	012 Nansemond	022 Seven Hills
003 Arlington	013 New River	023 Southside
004 Blue Ridge	014 Norfolk	024 Southwest
005 Bull Run	015 Northern Neck	025 <i>unused number</i>
006 Central Valley	016 Peninsula	026 Triangle
007 Eastern Shore	017 Piedmont	027 Virginia Beach
008 Fairfax	018 Alexandria	028 <i>unused number</i>
009 Falls Ch Vienna McLean	019 Rappahannock	029 James River South
010 Loudoun Reston	020 Richmond North	030 <i>unused number</i>

Mail checks to: Virginia Area Assembly, PO Box 2583, Midlothian, VA 23113

Questions? Call your District Representative

E

**VIRGINIA AREA WORLD SERVICE COMMITTEE
SUGGESTED GUIDELINES FOR GROUP CONTRIBUTIONS**

August 6, 2016

Group Autonomy. Underlying all Virginia Area World Service Committee (VAWSC) suggestions for group fund management is our Tradition 4: Each group should be autonomous, except in matters affecting another group or Al-Anon or AA as a whole. Healthy groups also follow the letter and spirit of Tradition 7: Every group ought to be fully self-supporting, declining outside contributions. Additional suggestions for the healthy management of group funds can be found in the following places: The Al-Anon Alateen Service manual 2014-2017, pages 53-54 and 96; Reserve Fund Guideline G-41; and Seventh Tradition S-21 Supplementary Material.

First Things First Expenses. Each group has expenses that need to be paid if the group is to continue to exist. In order, these expenses are:

1. Rent (may include utilities and insurance, if applicable).
2. Group Representative (GR) and/or Alternate Group Representative (AGR) expenses to attend District meetings, Service Center meetings, and Virginia Area Assembly meetings.
3. Al-Anon Conference Approved Literature.
4. Refreshments (if applicable), miscellaneous costs such as placing ads, telephone listing, photocopying, post office box rental and other necessary expenses.

Ample Reserve. After expenses that need to be paid are covered, each group should set aside funds each month to build up and maintain an ample reserve. A group's ample reserve ensures that the group can keep going if group contributions decline. The amount of the ample reserve is generally dependent on the size of the group: the smaller the group, the longer the ample reserve should last. In some very large groups, an ample reserve of one month is adequate; in some small groups, an ample reserve of one year is appropriate. It is suggested that a new group start out with a six-month ample reserve, and adjust it up or down to suit experience with contributions and expenses.

Financial Contributions to Our Links of Service. After a group's expenses that need to be paid and ample reserve are covered, any remaining funds can be contributed to the links of service in accordance with the group conscience. While groups are free to develop their own fund allocation formula, the VAWSC suggests that each group allocate its remaining funds as follows:

District Treasury	40%
Virginia Area Assembly	40%
Information Service and Literature Distribution Center contribution	10%
World Service Office (AFG, Inc.)	10%

Payment Schedule: It is customary to organize finances in monthly, quarterly and annual increments. Group autonomy allows groups to decide which contribution schedule best suits the group. Adherence to a suitable contribution schedule supports healthy group fund management.

These suggested guidelines were developed and consolidated by the Virginia Area Assembly Officers, Panel 56 (2016-2018), based on previously issued suggested guidelines and on the Al-Anon publications listed at the top of this page. If you have questions, please contact the Area Treasurer, Bruce Burrows, at 703-609-0034.