



Virginia Area Al-Anon Alateen Assembly
P.O. Box 2583
Midlothian, Virginia 23113-8583

FIRST QUARTER TREASURER'S REPORT
May 4, 2019

1. ATTACHMENTS

- A. Virginia Area 2019 Budget v. Actual Report, March 31, 2019
- B. Income-Expense Comparison by Category - Last quarter
- C. Group Contributions - Last quarter
- D. Area 57 VAWSC Suggested Fund Allocation
- E. Area 57 Check Illustration

2. ACCOUNT BALANCES

Account	Balances as of March 31		
	2017	2018	2019
Checking (operations)	\$20,790	\$21,728	\$22,923
PayPal (operations)	3,468	1,455	1,816
Credit Card (operations)	0	0	-190
Savings (reserve)	24,955	24,860	26,964
Subtotal	49,213	48,043	51,513
Convention	9,474	10,814	25,023
Total	\$58,687	\$58,857	\$76,536

3. INCOME

Income for the first quarter of 2019 exceeded our plan by \$1,660 (\$7,785 minus \$6,125) thanks to the generosity of our groups, districts and service centers (Attachment A).

3. EXPENSES

Expenses for the first quarter of 2019 (\$2,799) lagged the \$6,125 benchmark by \$3,326. It is too soon in the fiscal year to draw any conclusions from this. We anticipate additional large outlays later in the year.

3. DISCUSSION

A. Because of increased income and reduced expenses in 2018, \$13,387 in accumulated surpluses from prior years has been carried into 2019 for outlays we did not anticipate when we developed our 2019 budget. The Officers, the VAWSC and the Assembly has found some constructive ways to use these funds to benefit the Al-Anon membership in Virginia. Some ideas already under consideration include (1) buying or renting foreign language transmission devices to allow simultaneous translation broadcasts via headphones during Area gatherings, (2) further enhancing our website, (3) hiring a tax accountant to prepare our annual nonprofit tax returns (this has been done!), (4) buying a notebook computer, printer/scanner, backup hard drive, MS OFFICE and Quicken for the current and future treasurers to use exclusively for Area financial record keeping, (5) acquiring organizational liability insurance (we have quotes and will make a decision shortly) and (6) bonding the individuals who are directly responsible for managing Area bank accounts (we have quotes and will make a decision shortly). Other prudent acquisitions will need to be made as well.

B. We would like to encourage groups, districts and service centers to transition to making contributions via PayPal rather than by mailing paper checks, thereby reducing the administrative burden at both ends.

Respectfully submitted:

Bruce L. Burrows
Area Treasurer

P.S.: Please feel free to contact me at treasurer@vaalanon.org or 703-609-0034.

VIRGINIA AREA 2019 BUDGET v. ACTUAL REPORT

AS OF: March 31, 2019

INCOME	Budget	Actual	Percent	NOTES
01 001-029 Group & District Contributions	\$ 23,400	\$ 7,535.60	32%	
01 097 Service Center Contributions	\$ 400	\$ -	0%	
01 098 + 02 Other Income	\$ 700	\$ 249.34	36%	
TOTAL INCOME	\$ 24,500	\$ 7,784.94	32%	reference = 25%
Surplus or (Deficit) from Prior Years	\$ 13,387	\$ 13,386.77	100%	carried in from 2018 actual
TOTAL FUNDS AVAILABLE THIS YEAR	\$ 37,887	\$ 21,171.71	56%	
EXPENSES	Budget	Actual	Percent	
10 DELEGATE				
WSC Equalized Travel	\$ 1,900		0%	
WSC Incidentals	\$ 100		0%	
Area Expenses	\$ 300		0%	add: 40 WSC reports @\$5 for VAWSC
Southeast Regional SERDGT	\$ 1,500	\$ 407.56	27%	add: alt. delegate, past delegates
20 OTHER OFFICERS				
Chair	\$ 100		0%	
Secretary	\$ 100		0%	
Treasurer	\$ 300		0%	tax CPA, laptop, printer-scanner, etc.
Alternate Chair	\$ 100		0%	
Alternate Secretary	\$ 25		0%	
Alternate Treasurer	\$ 25		0%	
Alternate Delegate	\$ 200		0%	
21 COORDINATORS/LIAISONS/OTHER				
Alateen Coordinator	\$ 500		0%	\$250 added at Fall Assembly 2018
Area Alateen Process Person	\$ 250	\$ 148.00	59%	workshop expenses
Archives	\$ 550	\$ 186.00	34%	"Extra Storage" Midlothian @ \$62/mo.
Group Records	\$ 100		0%	
Literature	\$ 50		0%	
Long Range Planning Committee	\$ 100		0%	
Public Outreach	\$ 1,400		0%	replace banner (\$1,200)
30 OPERATIONS				
Bank Service Charges	\$ 150	\$ 73.56	49%	
Capital Expenses, Equipment	\$ 1,500	\$ 158.99	11%	plan: laptop, Office365, other equip.
Event Insurance	\$ 400		0%	expect about \$2K for premiums
Post Office Box	\$ 50		0%	
Communications	\$ 500		0%	WEBEX renewal
Semiannual Appeal Costs	\$ -		0%	no cost for email appeals
40 MEETINGS				
Donations to Meeting Venues	\$ 300		0%	need to find church venue
Officers Meetings	\$ -	\$ 640.42	0%	hotel expense
VAWSC Meetings	\$ 400	\$ 845.38	211%	hotel expense
50 WEBSITE	\$ 4,000	\$ 2,918.40	73%	expect an additional \$4K
60 CONVENTION 2019	\$ 2,500	\$ (7,750.55)	0%	major hotel expense not yet paid
70 SPRING ASSEMBLY	\$ 6,400	\$ 5,170.81	81%	hotel deposit paid
80 FALL ASSEMBLY	\$ 6,400		0%	
Miscellaneous	\$ 428		0%	
TOTAL EXPENSES	\$ 30,628	\$ 2,798.57	9%	reference = 25%
Available Funds Minus Expenses	\$ 7,259	\$ 4,986.37		
Carry Forward to Next Year	\$ 7,259	\$ 18,373.14		

A

Income-Expense Comparison by Category - Last quarter

1/1/2018 through 3/31/2019

4/15/2019

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Category	1/1/2018- 3/31/2018	1/1/2019- 3/31/2019	Amount Difference
INCOME			
01 Contributions			
001 Albemarle	555.02	698.75	143.73
002 Springfield Annandale	319.00	125.70	-193.30
003 Arlington	192.96	161.33	-31.63
004 Blue Ridge	43.54	89.82	46.28
005 Bull Run	599.95	171.28	-428.67
006 Central Valley	87.00	252.00	165.00
007 Eastern Shore	50.00	0.00	-50.00
008 Fairfax	710.00	402.00	-308.00
009 Falls Church Vienna McLean	431.00	359.32	-71.68
010 Loudoun Reston	766.03	500.00	-266.03
012 Nansemond	170.93	140.46	-30.47
013 New River	0.00	50.00	50.00
014 Norfolk	90.60	243.18	152.58
016 Peninsula	441.73	702.94	261.21
017 Piedmont	15.28	14.33	-0.95
018 Alexandria	322.00	381.88	59.88
019 Rappahanock	75.00	160.14	85.14
020 Richmond North	750.52	2,088.73	1,338.21
021 Roanoke Alleghany	230.00	115.00	-115.00
022 Seven Hills	80.29	59.53	-20.76
027 Virginia Beach	240.00	432.88	192.88
029 James River South	547.34	393.70	-153.64
097 Al-Anon Service Centers	100.00	0.00	-100.00
098 Other	100.00	247.28	147.28
099 PayPal Cost	0.00	-7.37	-7.37
TOTAL 01 Contributions	6,918.19	7,782.88	864.69
02 Other Income	1.22	2.06	0.84
TOTAL INCOME	6,919.41	7,784.94	865.53
EXPENSES			
10 Delegate			
003 Southeast Regional SERD...	0.00	407.56	-407.56
TOTAL 10 Delegate	0.00	407.56	-407.56
20 Other Officers			
005 Treasurer	122.05	0.00	122.05
TOTAL 20 Other Officers	122.05	0.00	122.05
21 Coordinators, Liaisons, Other			

B

Income-Expense Comparison by Category - Last quarter

1/1/2018 through 3/31/2019

4/15/2019

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Category	1/1/2018- 3/31/2018	1/1/2019- 3/31/2019	Amount Difference
002 Area Alateen Process Person	0.00	148.00	-148.00
003 Archives	75.00	186.00	-111.00
TOTAL 21 Coordinators, Liais...	75.00	334.00	-259.00
30 Operations			
001 Bank Service Charges	18.00	73.56	-55.56
002 Capital Expenses & Equip...	0.00	158.99	-158.99
007 Corporate Registration-No...	175.00	0.00	175.00
TOTAL 30 Operations	193.00	232.55	-39.55
40 Meetings			
002 Officers Meetings	0.00	640.42	-640.42
003 VAWSC Meetings	131.37	845.38	-714.01
TOTAL 40 Meetings	131.37	1,485.80	-1,354.43
50 Website			
001 Maintenance	360.00	120.00	240.00
002 Changes & Upgrades	240.00	2,400.00	-2,160.00
003 Web Hosting	143.40	158.40	-15.00
TOTAL 50 Website	743.40	2,918.40	-2,175.00
60 Convention			
001 Registration Income	0.00	-10,659.81	10,659.81
002 Donations Income	0.00	-1,500.00	1,500.00
003 Sales Income	-57.96	-1,411.50	1,353.54
004 Cost of Sales	441.06	0.00	441.06
008 Hotel Expenses	0.00	5,250.00	-5,250.00
009 Speakers Expenses	0.00	500.00	-500.00
010 Supplies, Postage, Copying...	1,058.94	70.76	988.18
TOTAL 60 Convention	1,442.04	-7,750.55	9,192.59
70 Assembly, Spring			
001 Registration Income	0.00	-1,468.00	1,468.00
002 PayPal Cost	0.00	44.98	-44.98
005 Hotel Expense-AV, Food, ...	6,000.00	6,000.00	0.00
007 Supplies, Postage, Copying...	552.52	593.83	-41.31
TOTAL 70 Assembly, Spring	6,552.52	5,170.81	1,381.71
TOTAL EXPENSES	9,259.38	2,798.57	6,460.81
OVERALL TOTAL	-2,339.97	4,986.37	7,326.34

B

Group Contributions - Last quarter

1/1/2019 through 3/31/2019

4/15/2019

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Date	Description	Amount
INCOME		7,784.94
01 Contributions		7,782.88
001 Albemarle		698.75
1/2/2019	30578533 Keep It Simple	50.00
1/9/2019	District Contribution	100.75
2/4/2019	13822 Tuesday Evening	80.00
2/21/2019	13823 Monday Night	80.00
2/27/2019	District Contribution	98.00
2/28/2019	30648896 Rockfish Gap	40.00
3/11/2019	30545332 Unity	150.00
3/12/2019	502073 Bound To Improve	100.00
002 Springfield Annandale		125.70
3/12/2019	13790 Serenity Seekers	125.70
003 Arlington		161.33
1/5/2019	46157 Chain Bridge (closed 2018)	66.33
2/5/2019	District Contribution	45.00
3/4/2019	32695 South Arlington	50.00
004 Blue Ridge		89.82
1/4/2019	27873 Waltz Step	50.25
3/19/2019	30657934 Believe in Tomorrow	39.57
005 Bull Run		171.28
1/30/2019	32340 Thursday Forum	171.28
006 Central Valley		252.00
1/4/2019	30654852 Discovering Choices	77.00
2/9/2019	District Contribution	20.00
2/13/2019	14078 Waynesboro 12 & 12	15.00
3/8/2019	34893 Fishersville Serenity	80.00
3/22/2019	14049 Verona	60.00
008 Fairfax		402.00
1/4/2019	30502268 Recovering Parents	122.00
1/31/2019	30582605 Burke Mens Step	100.00
2/6/2019	13861 University	120.00
3/29/2019	13855 New Hope	60.00
009 Falls Church Vienna McLean		359.32
2/15/2019	30685937 Courage to Change	24.32
2/26/2019	64511 Half Measures Aailed Us Nothing	135.00
3/19/2019	13867 Great Expectations	200.00
010 Loudoun Reston		500.00
1/7/2019	503358 Saturday Serenity	200.00
1/7/2019	47696 Thank God It's Saturday	60.00
2/19/2019	46037 4-M Mens	240.00
012 Nansemond		140.46
1/23/2019	24755 Keep It Simple	58.00
2/11/2019	30586151 Monday Night	26.46

C

Group Contributions - Last quarter
1/1/2019 through 3/31/2019

4/15/2019

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Date	Description	Amount
2/27/2019	26483 Greenbrier	50.00
3/7/2019	30632182 Chesapeake Parents	6.00
013 New River		50.00
1/11/2019	30524296 Christiansburg	50.00
014 Norfolk		243.18
1/10/2019	62605 Courage To Change	64.43
2/7/2019	30601059 Ghent Gathering	88.75
2/11/2019	50199 Wednesday Night Beginners	60.00
2/12/2019	30519695 Adult Children in Recovery	30.00
016 Peninsula		702.94
1/7/2019	14080 Williamsburg Step Study	68.60
1/18/2019	50733 Monday Morning Women	30.00
1/18/2019	52330 Friday Morning Women	30.00
2/2/2019	30639953 Breakfast Club	40.00
2/5/2019	13951 Serenity	50.00
2/5/2019	64300 Today A New Frontier	40.00
2/11/2019	14081 Saturday Night Live	40.00
2/19/2019	30690142 Welcoming Wednesdays	38.00
2/27/2019	30525268 Up The Creek	200.00
3/6/2019	30618231 Sunday Serenity	80.00
3/28/2019	13888 Progressive	86.34
017 Piedmont		14.33
1/8/2019	14075 Tue-Sat Evenng Serenity	14.33
018 Alexandria		381.88
1/4/2019	44148 Sunday Evening Old Town	25.08
3/19/2019	13770 Old Town Noon	266.80
3/29/2019	District Contribution	90.00
019 Rappahanock		160.14
1/8/2019	62690 Surviving the Weekend	70.14
1/10/2019	48590 Step By Step	25.00
1/22/2019	51545 New Beginnings	25.00
1/28/2019	63017 Serenity Seekers	40.00
020 Richmond North		2,088.73
1/3/2019	30578174 Wednesday Night Live	32.00
1/7/2019	50095 Monday Strength & Hope	25.00
1/10/2019	13990 Thursday Night Men's	104.00
1/11/2019	66389 Al-Anon Spoken Here	100.32
1/17/2019	30632608 Saturday Serenity	124.69
2/5/2019	14001 Northside Fellowship	155.00
2/7/2019	38240 Stepping Stones	118.80
2/19/2019	30632608 Saturday Serenity	532.00
2/23/2019	30537653 Ashland	316.92
3/11/2019	32645 Tuesday Night Adult Child	300.00
3/12/2019	65244 Light Of Serenity	280.00
021 Roanoke Alleghany		115.00

C

Group Contributions - Last quarter

1/1/2019 through 3/31/2019

4/15/2019

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Date	Description	Amount
2/21/2019	14014 Central	100.00
3/29/2019	51031 Moneta	15.00
022 Seven Hills		59.53
1/28/2019	30690463 Paths to Recovery	9.53
1/28/2019	13931 Spiritual Awakenings	50.00
027 Virginia Beach		432.88
1/5/2019	14067 Small Shores Step Study	76.00
1/7/2019	62794 Basic Recovery	20.00
1/12/2019	30569949 Beach Parents	118.60
1/16/2019	24754 Sandbridge(paypal)	50.00
1/22/2019	60471 Corporate Landing	70.00
1/22/2019	14062 Friday Night Meeting	9.68
3/11/2019	30677168 Sunday Step Study	6.00
3/23/2019	62794 Basic Recovery	44.00
3/28/2019	25319 Freedom Womens (paypal)	23.60
3/29/2019	14062 Friday Night Meeting	15.00
029 James River South		393.70
1/12/2019	30700112 Help and Hope	58.96
1/23/2019	30616272 Parents with Hope	69.74
3/28/2019	31169 Courage to Be	25.00
3/29/2019	42366 Thursday 12 & 12	240.00
098 Other		247.28
1/25/2019	Adjustment	-497.66
1/26/2019	Individual Contribution(paypal)	100.00
2/5/2019	Individual Contribution(paypal)	91.28
2/13/2019	Adjustment	497.06
2/14/2019	Adjustment	0.60
2/16/2019	Individual Contribution(paypal)	20.00
3/8/2019	Alanon A174	35.00
3/13/2019	Individual Contribution(paypal)	1.00
099 PayPal Cost		-7.37
1/26/2019	Individual Contribution(paypal)	-3.20
2/5/2019	Individual Contribution(paypal)	-2.95
2/16/2019	Individual Contribution(paypal)	-0.88
3/13/2019	Individual Contribution(paypal)	-0.34
02 Other Income		2.06
1/31/2019	Deposit	0.79
2/28/2019	Deposit	0.81
3/29/2019	Deposit	0.46
OVERALL ...		7,784.94

C

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.

October 21, 2018

Virginia Area Assembly Check Illustration

Name on Bank Account	222
	<u>1/1/2016</u> date
Pay to the Order of <u>Virginia Area Assembly</u>	<u>\$ 1,000,000.00</u>
<u>One million and 00/100</u> ~ ~ ~ ~ ~	DOLLARS
AlAnon World Bank 123 Sanity Street Serenity, USA 99999	<i>Name of Your Group</i>
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 INFORMATION TO ALL TREASURERS

1. On the *pay to the order of* line, please enter only Virginia Area Assembly.
2. On the lower left *For* (memo) line, enter your Area (**057**), District and Group numbers as shown in the example (*numbers shown above are fake numbers for illustration only*). Find your District number in the box below. Your five-to-eight digit Group number appears on envelopes mailed to your Group from the WSO, or ask your Group or District Representative. If applicable, indicating the Group name somewhere on the check is helpful.
3. Service Center/District/Individual contributions: indicate this on the memo line (no numbers).
4. If the check is sent in response to the Area Semiannual Appeal, write APPEAL on the check in any convenient blank space.
5. **PayPal**: In the message section of the PayPal screen, please enter at least the District and Group number. District and group names are also helpful here.
6. All of this information is needed by our Area Treasurer to properly record your contributions so that your District and Group receive credit. Without this information your contributions will appear in Area financial reports under "Other."

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? Email: treasurer@vaalanon.org or call your District Rep.

E