

**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.