

**VIRGINIA AREA WORLD SERVICE COMMITTEE
SUGGESTED GUIDELINES FOR GROUP CONTRIBUTIONS¹**

February 4, 2024

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.*²

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. Miscellaneous costs such as refreshments (if applicable), placing ads, website hosting, photocopying, post office box rental and other expenses.

Reserve Fund. 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 three-to-six month reserve, and adjust it up or down to suit the group's experience with contributions and expenses. The reserve should cover rent, travel and registration expenses for the GR, and basic literature.

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 in the following order keeping in mind the current needs at each service level:

District Treasury	according to need
Virginia Area Assembly	according to need
Alateen Conferences (MEAC and ESAC)	according to need
Information Service and Literature Distribution Center	if applicable
World Service Office (AFG, Inc.)	according to need

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

¹ 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 in footnote 2. If you have questions, please contact the Area Treasurer at treasurer@vaalanon.org and/or visit the Virginia Area website at www.vaalanon.org.

² Additional suggestions for the healthy management of group funds can be found in the following places: The Al-Anon Alateen Service Manual 2022-2025, pages 52-56 and 106; Reserve Fund Guideline G-41; and Seventh Tradition S-21.