

**Mid-Southern California Area09 (MSCA09)
Finance Committee Guidelines**

The Finance Committee is the financial advisory body to the Mid-Southern California Area09 (MSCA09) Executive Committee. Voting members are expected to serve 2 consecutive 2-year terms. The Committee's responsibilities are as follows:

1. Make written recommendations to the Executive Committee on all matters including budget, policy and recommendations.
2. Prepare a draft of the Annual Budget, in conjunction with the Area Treasurers, and present it to the Executive Committee at the January Assembly.
 - a. The finance committee must make every effort to efficiently distribute Annual Budget Forms in a timely manner and at Area expense to all budgeted service positions or committees. It is suggested that Annual Budget Request forms be provided both digitally and hard copy, when possible.
3. Present the final Assembly Board-approved Annual Budget at the first Assembly or Service Committee meeting following the approval.
4. Prepare Quarterly Financial reports. Present the Financial reports to the Body at the first meeting of the Area Service Committee or Area Assembly after the completion of the quarter, through the Newsletter, at Area meetings, or by other means.
5. In the fourth quarter, the Finance Committee will evaluate fiscal year end cash balances. If necessary, in order to maintain MSCo9's non-profit status, the Finance committee will recommend that the Area Treasurer (AP) prepay normal recurring operating budgeted expenses.
6. Insure distribution of contribution envelopes.
7. Consider ways of carrying the message that are not already in place and make recommendations to the Executive Committee and the Area about funding new projects when the need exists.
8. Inform the body that it is the responsibility of the unbudgeted requester to present information to the Finance Committee for review one month prior to the presentation of proposals, whenever possible. This can be done at a special meeting of the Finance Committee to avoid causing unnecessary delay.
 - a. Evaluate requests for unbudgeted changes in funding for new projects or continuing projects from any budgeted service position or committee, Ad Hoc Committees, unbudgeted groups, or the Executive Committee (Requestors).
9. Make recommendations to the Executive Committee and present the findings of financial impact to the body, at the next assembly.
10. Help evaluate the needs for making capital outlays.
11. Arrange for the annual audit of financial records. The Audit procedure shall be as follows:
 - a. The MSCA09 chair will appoint an Ad Hoc committee of 3 or 4 members in February. It should not include the current treasurers, but past treasurers may serve.

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- b. The Treasurers will provide all financial documents. It is suggested that Treasurers not change document names from one panel to the next.
- c. The audit can be done by an outside entity if circumstances warrant it.
- d. The audit report is due in May.

12. Suggest matters of financial policy to the Executive Committee and Area.

13. Maintain current capital equipment inventory. This is done in aid of planning for the replacement of old equipment and the purchase of new equipment.

14. Composition

The Committee is comprised of not less than five (5) and not more than ten (10) voting members. Quorum shall consist of 50% of the voting members. New members are typically invited to join by the committee but they may volunteer from the fellowship.

a. Officers and Duties

- i. The committee shall have a Chair, Co-Chair, and Secretary. The officers' terms of office shall be two (2) years. The officers shall be elected within the committee by a simple majority vote. It is suggested that the officers rotate within the committee, giving all members an opportunity to serve. It is suggested that the incoming Chair be a second panel member of the committee. The immediate past Chair will remain on the committee as a nonvoting member for 2 years. Any Officer position can be held by anyone who qualifies as a voting member. Prior to the end of the panel, new officers will be elected.

b. The Chair will

- i. Inform the secretary of the date and place of the next meeting.
- ii. Prepare an agenda to be used at the meetings and chair the meeting.
- iii. Insure that written recommendations are submitted to the Executive Committee.
- iv. Make overview reports at the Area Service Committee meetings and/or Area Assemblies.
- v. Invite members of the body to participate as voting committee members based upon their skills, abilities and willingness to serve.
- vi. Submit the monthly report to the Webmaster to be posted on the MSCA09 website, in a timely manner.
- vii. Provide all documents presented to the body in both English and Spanish.

c. The Co-Chair shall carry out the duties of the Chair when asked or when the Chair is unable to do so.

d. The Secretary will take down and distribute the Minutes of each meeting and send notices of meeting times and places not less than a week prior to each member of the Finance committee and the ex-officio members.

15. Voting members and Duties

- a. Members who have attended 3 consecutive meetings of the Finance committee may be voted in at the beginning of the meeting at which they wish to vote.
- b. It is suggested that current Area Treasurers, immediate past Treasurers, and immediate past Delegates serve for up to 2 years.

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- c. All voting members will serve as Finance Liaisons to budgeted committees and/or service positions to assist them in preparing their Annual Budget Request forms in a timely manner. Assignments will be determined at the beginning of the budgetary process by the Chair of the Finance committee.
- d. The status of any voting member of the committee who misses three (3) consecutive meetings will be reconsidered

16. Non-Voting members

- a. Current Area 09 Delegate, and Area Chair are ex-officio, however, they may serve as Finance Liaisons.

17. Meetings

- a. Committee meetings should be scheduled monthly in a way that minimizes conflict of committee members working in service as liaisons.

The Committee shall make written recommendations to the Executive Committee on all matters, including budget and policy. An overview of Finance Committee considerations may be made to the Area Assembly and/or Area Service Committee as a Committee report. The Committee shall make no direct recommendations, to the body; the Executive Committee shall make such recommendations.