

AREA 67 FINANCE COMMITTEE
GUIDELINES FOR DISBURSEMENT OF SETA FUNDS
October 3, 2007

This publication is for clarification of existing guidelines that relate to the spending and reimbursement procedures for officers and standing committee chairpersons who are budgeted by SETA. Many of these guidelines are the responsibility of the Area Treasurer but the Finance Committee, acting in an Oversight capacity, ensures they are being correctly implemented.



The following Officers and Chairpersons *currently* have approved Area budgets and are subject to these Guidelines and Procedures.

The Area Officers:

Area Chairperson; Alternate Area Chairperson; Area Registrar; Area Secretary; Area Treasurer; Delegate and Alternate Delegate

The approved Area Committee Chairpersons and Named Trusted Servants:

Archives Chairperson, CPC Committee Chairperson, CF Committee Chairperson, Finance Committee Chairperson, Grapevine Committee Chairperson, Literature Committee Chairperson, Multi-lingual Committee Chairperson, Newsletter Editor, PI Committee Chairperson, TF Committee Chairperson and the Webmaster



The following are the *current* procedures for the disbursement of SETA funds.

Budget Categories: are standard expense line items traditionally incurred by the Area. Those trusted servants with approved budgets are only authorized to make SETA reimbursable expenditures that fall within those categories for their office or committee. Non-approved expenses will be for the individual's personal account.

Expenses Reports (ER): The ER forms are prepared by the Area Treasurer at the beginning of each fiscal year and emailed as an Excel attachment to each individual budget holder. The purpose is to accurately convey the spending details to the Area Treasurer and to request any allowed cash reimbursement. The budget holder fills in the amounts spent, attaches receipts, and mails to the Treasurer. Receipts are mandatory. AA and SETA must comply with all Federal, State and Local tax laws and file tax returns. Therefore receipts are mandatory for any cash disbursement by the Treasurer

Budget Reports: Each budget holder receives a personal report of their spending at each quarterly Assembly from the Area Treasurer. It details the actual spent to date versus the amount budgeted, and the remaining balance for each budgeted category. It guides the holder in managing the total approved amount.

Budget Overruns: of the total amount are not allowed or approved. It is the responsibility of each Trusted Servant to be accountable and manage the needed expenses of their position. Budget holders are given the flexibility to overspend in a category provided they do not exceed the total at FY end.

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Budget Scope Changes: may be considered in a mid-fiscal year when any Area Officer, any Committee or a Named Trusted Servant is requested by the Assembly to conduct additional services outside the original budget scope. The Trusted Servant or Committee receiving the request is then responsible to prepare a brief Scope Change and Budget Addendum and submit to the Area Chairperson. The Area Chairperson will review the request with the Area Committee and determine the disposition.

- If this type of request is assigned solely to the Finance Committee, the FC Chairperson will review it with the FC for a recommendation and return it to the Area Chairperson as a motion (favorable or not) to be voted on by the Assembly.
- If this type of request is assigned to an Ad Hoc committee, to study the rationale, and to the Finance Committee for prudent funding judgment, then the Chairs of these two committees will jointly return a recommendation to the Area Chairperson for final disposition.

Correctional Facilities Committee: has been approved by the Assembly to operate a separate bank account from the SETA account due to the nature of its activity. In order for the SETA Treasurer to maintain communication and oversight, the CFC Treasurer will provide a copy of the monthly treasurer reports and bank statements to the SETA Treasurer who will audit those documents and reconcile the CFC account to the SETA account. The CFC Chairperson must operate by the Budget Management guidelines, as do all committees.