

REGION III WAYS AND MEANS/FINANCE COMMITTEE

Mission and Purpose

The mission of the Region III Ways and Means/Finance Committee is twofold:

1. Create Innovative ideas to generate revenue to facilitate carrying the message to the compulsive overeater in Region III.
2. Monitor the financial stability of Region III funds.

Purpose of the Region III Ways and Means/Finance Committee

There are three purposes of the Region III Ways and Means/Finance Committee. Those purposes are:

1. Review of region III financial books at each Assembly and report to the Region by the end of each Assembly.
2. Select, research and choose a fundraising project each Fall Assembly to be distributed at the next Spring Assembly.
3. Examine and recommend use of funds to carry the message to the still suffering compulsive overeater.

REGION III WAYS & MEANS/FINANCE COMMITTEE

Roles/Responsibilities of Committee Officers

Chair (aka Regional Representative Co -Chairperson):

- ✍ Propose working agenda at each meeting
- ✍ Conduct all Ways and Means/Finance Committee meetings
- ✍ Work with Secretary to finalize a written and verbal committee report after each Assembly
- ✍ Work with the Treasurer on any issues pertinent to the Committee's responsibilities
- ✍ Track the Committee progress
- ✍ Conduct a phone conference with Committee between Assemblies
- ✍ Provide liaison between the Steering Committee and the Treasurer
- ✍ Attend, and represent, the Ways and Means/Finance Committee on the Steering Committee conference calls between Assemblies
- ✍ Update the Ways & Means/Finance Committee Handbook following each Assembly; provide copy to Recording Secretary

Secretary:

- ✍ Support the Chair in maintaining all records and minutes required by the Assembly and the Ways & Means/Finance Committee policies and procedures
- ✍ Assist the Chair in arranging and documenting conference calls of the Ways and Means/Finance Committee members in between Assemblies
- ✍ Assist the Chair in ensuring all appropriate communications are maintained within the Committee and between the Committee and the Steering Committee and the Treasurer
- ✍ Support the Chair in tracking Committee progress

Region III Ways and Means/Finance Committee --Assembly Agenda Format

Serenity Prayer

Introductions

Election of officers, chair and secretary

Old Business:

- 1.
- 2.
- 3.

New Business:

- 1.
- 2.
- 3.

Goals:

1. Short Range
 - a. Brief description, time frame if appropriate and responsibility party
 - b. Same

2. Long Range
 - a. Same
 - b. Same

Accomplishments:

- 1.
- 2.

Closing:

REGION III COMMITTEE REPORT FORM
(August 13-15, 2010)

(Please turn in this completed form to the Region Secretary before end of Assembly)

NAME OF COMMITTEE:

CHAIR: _____ **PHONE:** _____ **E-MAIL:**

SECRETARY: _____ **E-MAIL:**

PROPOSED BUDGET REQUEST (Due Fall Assembly Only): _____

COMMITTEE MEMBERS & CONTACT INFORMATION:

	NAME PHONE	EMAIL
1		
2		
3		
4		
5		
6		

ACCOMPLISHMENTS SINCE LAST ASSEMBLY:

REGION III COMMITTEE REPORT FORM
 (Assembly Date) Page 2

GOALS	ACTIONS	TIME FRAMES	RESPONSIBLE PARTIES	COMPLETION STATUS
1.				
2.				
3.				
4.				
5.				

COMMUNICATION FOLLOW-UP METHOD	RESPONSIBLE PARTY	DATES

AGENDA ITEMS FOR NEXT COMMITTEE ASSEMBLY:

1. _____
—
2. _____
—
3. _____
—

PLEASE SUBMIT ONE COPY TO THE CHAIR AND ONE COPY TO THE RECORDING SECRETARY

R1.10

PROCEDURES FOR REGION III FUNDRAISING PROJECTS

Selection and Payment for Region III Fundraising Item

Item selection

The Region III Ways and Means/Finance Committee will select an item at the Fall Region III Assembly for the annual fundraising project. The item will be distributed for sale at the Spring Region III Assembly.

It is suggested the item selected be either Region III or OA program related.

It is suggested the cost of the item should be reasonable so that the Region could double the price of the item and make a profit.

Payment for Fundraising Item

The Chairperson or designated committee member of the Region III Ways and Means/Finance Committee will request a check from the Region III Treasurer for the amount of the fundraising item and shipping costs if applicable.

The check and completed order form for the fundraising item will be given to the committee member in charge of ordering the fundraising item or will be mailed to the company directly. A copy of the completed order form and check will be given to the Region III Ways and Means/Finance Committee Chairperson.

Shipment of Fundraising Item for Distribution at Spring/Fall Assembly

The fundraising item will either be shipped to a Region III Ways and Means/Finance Committee member's home or to the attention of either the Region III Ways and Means/Finance Committee Chairperson or designated committee member at the site of the Spring Region III Assembly if possible.

Marketing and Promotion of Region III Fundraising Item

Promotion of fundraising item

The fundraising item can be promoted by the following means:

Region III website.

Intergroup websites from intergroups affiliated with Region III.

Region III newsletter.

Intergroup newsletters from intergroups affiliated with Region III.

Phoning intergroup officers from intergroups affiliated with Region III who were not at the previous Region III Assembly.

Region III Ways and Means/Finance Committee members who are World Service Business Conference Delegates taking the Region III fundraising item to the annual World Service Business Conference.

Communication with Intergroups Affiliated with Region III

A letter from the Region III Ways and Means/Finance Committee Chairperson will be mailed to each intergroup registered with Region III informing the intergroup of the current Region III fundraising project.

For intergroups who did not have a Regional Representative at the previous Spring/Fall Assembly, the letter will indicate from whom the intergroup will be able to order the

fundraising from as stating the item will only be sent with prepayment. Shipping will be paid for by the Region.

For those intergroups who send Regional Representatives to the Spring/Fall Assembly, it is suggested that the Regional Representatives make prepayment for the fundraising items so that the Regional Representatives can take the fundraising items back to the intergroup and sell the fundraising items at the local level.

Distribution and Tracking of Fundraising Items

Distribution of fundraising items

The fundraising item(s) will be distributed to the Regional Representatives and Region III officers at the Spring Assembly.

An invoice (see Form 1) will be prepared by the Region III Ways and Means/Finance Committee Chairperson or designated committee member for each individual taking the fundraising items. The original invoice will be given to the individual taking the fundraising item(s). The invoice will indicate if the fundraising item(s) were purchased or given on consignment by checking the appropriate box on the invoice.

Tracking of Fundraising Items

A tracking sheet will be completed (see Form 2) and the original will be kept by the Region III Ways and Means/Finance Committee Chairperson. A copy of the tracking sheet will be given to the Region III Treasurer and each member of the Region III Ways and Means/Finance Committee.

The Region III Treasurer and Region III Ways and Means/Finance Committee Vice-Chairperson will prepare the Inventory Reconciliation Form (see Form 3) prior to the end of the Spring Assembly. The Inventory Reconciliation Form will be updated on a regular basis by the Region III Treasurer. *(Note: The Inventory Reconciliation Form is prepared by the Region III Treasurer because he/she receives money from the sales of the fundraising item and is, therefore, able to calculate the number of items sold and the number of items still out on consignment.)*

Unsold Fundraising Items

Inventory not distributed at the Region III Spring Assembly will be kept by the Region III Ways and Means/Finance Committee Chairperson or designated committee member. The unsold inventory will be brought by the chairperson/designated committee member to future Region III Spring/Fall Assemblies and the World Service Business Conference if applicable. The Region III Ways and Means/Finance Committee will determine how to dispose of unsold fundraising items after a period of one year. It is suggested that the selling price of the unsold items at least recover the wholesale amount paid for the fundraising items.

Payments Received and Accounts Receivable for Fundraising Items

Collection of Funds

It will be suggested that the fundraising item(s) be purchased by the intergroups at time of receipt at the Spring/Fall Region III Assemblies.

Checks and cash received for the fundraising item(s) will be given to the Region III Treasurer along with an invoice indicating the items have been paid.

It is suggested the words "Region III fundraising items" be written in the memo field of the check to assure the Region III Treasurer has been advised the check is not for either an intergroup or group donation.

Accounts Receivable

It is suggested that the Region III Treasurer and Region III Ways and Means/Finance Committee Chairperson communicate, on a regular basis, the status of Accounts Receivable to the Region III Ways and Means/Finance Committee members when fundraising items are out on consignment to Regional Representatives and Region III officers.

Payments received by check should be mailed to the Region III Treasurer.

It is suggested the words "Region III fundraising items" be written in the memo field of the check to ensure the Region III Treasurer has been advised the check is not for either group or intergroup donation.

It is suggested that after a three-month period, if no money has been received by the Region III Treasurer for outstanding invoices, the Region III Treasurer and Region III Ways and Means/Finance Committee Chairperson may enlist the support of the Region III Ways and Means/Finance Committee members to collect the money due the Region.

An intergroup, Regional Representative representing an intergroup, or Region III officer who has an outstanding unpaid invoice shall not receive any further fundraising items until payment is received for all past unpaid invoices.

Attachments:

Forms 1, 2, and 3

Additional Forms, if desired:

Fundraising Project Checklist

Returned Merchandise

Fundraising Questionnaire

REGION III WAYS AND MEANS/FINANCE COMMITTEE
Merchandise Invoice - Fundraising Project
Period covered: _____

Merchandise _____ Paid _____
Retail Cost Per Item _____ On Credit _____
Date _____

Name _____
Address _____

Email Address _____
Phone Number _____
Intergroup _____
Intergroup Address _____

<u>Item</u>	<u># of Items</u>	<u>Retail Cost Per Item</u>	<u>Amount due to Region III</u>
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Region III Ways & Means/Finance Chair/Designee	Regional Representative
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Please remit payment to:

Name (Region III Treasurer): _____
Address: _____
City, State Zip _____
Phone: _____
Email: _____

Note: Please put "For Region III Fundraising Items" in the memo field to ensure Proper credit for funds received.

One copy to Region III Treasurer; one copy to Regional Representative

Form 1

**REGION III WAYS AND MEANS/FINANCE COMMITTEE
 FUNDRAISING PROJECT – MERCHANDISE TRACKING REPORT
 Period Covered: _____**

Merchandise _____
 Retail Cost Per Item _____
 Date _____

Name & Email Address	Address	Phone Number	Intergroup	# of Items To Be Sold	Retail Cost	Paid	Due
Total this page							

REGION III WAYS AND MEANS/FINANCE COMMITTEE

INVENTORY RECONCILIATION FORM

Fundraising Project _____

For Period Ending _____

Beginning Inventory _____

Less: Item Sold _____

Less: Items on Consignment _____

Ending Inventory _____

Counted by: _____

Date: _____

REGION III WAYS AND MEANS/FINANCE COMMITTEE

FUNDRAISING PROJECT CHECKLIST

PROJECT: -----

PERIOD COVERED: -----

Date: _____

Date Completed

- _____ 1. Fundraising item chosen.
- _____ 2. Committee member in charge of ordering fundraising item.
- _____ 3. Region III check request form completed and sent to Region III Treasurer.
- _____ 4. Check received by committee member.
- _____ 5. Fundraising item ordered.
- _____ 6. Fundraising item purchased with Region III check.
- _____ 7. Fundraising item sent to committee member's home or site of Region III Assembly.
- _____ 8. Invoice for fundraising item given to Region III Treasurer.
- _____ 9. Fundraising project information given to Horizon newsletter editor and website manager for inclusion in newsletter and put on website.
- _____ 10. Letter sent to Region III affiliated intergroups/unaffiliated groups regarding upcoming fundraising project.
- _____ 11. Fundraising item distributed to Regional Representatives.
- _____ 12. Inventory Reconciliation Form completed at Region III Assembly.
- _____ 13. Inventory Reconciliation Form updated on regular basis by Region III Treasurer.
- _____ 14. Update on Accounts Receivable sent to committee members.
- _____ 15. Committee discussion on fundraising project at Region III Fall Assembly.
- _____ 16. Report to Region III Fall Assembly regarding prior fundraising effort.
- _____ 17. Inform Region III Assembly of upcoming fundraising project for next year.

REGION III WAYS AND MEANS/FINANCE COMMITTEE

RETURNED MERCHANDISE

FUNDRAISING PROJECT

PERIOD COVERED:-----

Merchandise _____

Retail Cost Per Item _____

Project Period _____

Name _____

Address _____

Phone Number _____

Intergroup _____

Intergroup Address _____

Item	# of Items	Retail Cost Per Item	Amount Due Region III
_____	_____	_____	_____

Region III Ways and Means/
Finance Committee Chairperson

Regional Representative

One copy to Region III Treasurer, One copy to Regional Representative

REGION III WAYS AND MEANS/FINANCE COMMITTEE
FUNDRAISING PROCEDURES MANUAL QUESTIONNAIRE

Promotion of Fundraising Activity

How are Region III fundraising activities promoted besides at the Region III Assembly or Convention?

How is the Region III current fundraising activity promoted/communicated to the intergroups not attending the previous Region III Assembly or Convention?

How can the current Region III fundraising activity be communicated effectively to all the intergroups in Region III?

How much should the Region III Ways and Means/Finance Committee depend upon the Regional Representatives from each intergroup to promote the current Region III fundraising event?

What improvement(s) need(s) to be made to the current systems to improve the promotion of the Region III fundraising events?

Discussion of Fundraising Merchandise

How are the items for the current Region III fundraiser distributed to the intergroups other than the Region III Assembly or Convention?

How does an intergroup that did not send a Regional Representative to the most recent Region III Assembly or Convention get the current Region III fundraising merchandise to sell?

Is any form currently being used to track the distribution of merchandise to the intergroups in Region III?

If Yes to #3, what Region III Ways and Means/Finance Committee member keeps the form?

Is a copy of the form given to each Region III Ways and Means/Finance Committee member?

If an intergroup wants some Region III fundraising merchandise, who pays the postage for shipping to the intergroup: the region or the intergroup?

Which individual is in charge of keeping the extra merchandise: the Ways and Means/Finance Committee Chairperson, the Region III Treasurer, or some other appointed Ways and Means/Finance Committee member?

Collection of Funds

Who is in charge of collecting the money from the Region III fundraiser: the Treasurer or the Ways and Means/Finance Committee Chairperson?

Who should prepare the invoice for the merchandise given out to the Regional Representatives: the Region III Treasurer or the Ways and Means/Finance Committee Chairperson?

Should the funds collected from the sale of the merchandise be sent to the Ways and Means/Finance Committee Chairperson or to the Region III Treasurer?

How are the paid invoices recorded if the person collecting the money is not the same person who prepared the invoice?

How do we effectively communicate to the Regional Representatives/intergroups that it is advisable that merchandise be prepaid to prevent merchandise 'loss'?

Administration of Region III Fundraising Activity

Who is responsible for the tracking of merchandise: the Region III Treasurer, the Ways and Means/Finance Committee Chairperson, or another Region III Ways and Means/Finance Committee member?

How do we go about collecting funds from merchandise “out in the field” if the merchandise was not paid for at the beginning of the fundraising cycle? Whose job is it to attempt to collect the money for the merchandise: the Region III Treasurer, the Ways and Means/Finance Committee Chairperson, or other designated Region III Ways and Means/Finance Committee member?

What is the time frame for collecting funds for the current Region III fundraising event (3 months, 6 months, etc.)?

How often should an update be sent to each Ways and Means/Finance Committee member regarding the merchandise distribution/sales collection: monthly, every two months, three months, or six months?

How do we determine how long a specific item should be available for sale? What do we do with the unsold merchandise? How do we track unsold merchandise? Do we offer any sales return policy? Do we give discounts to individuals/intergroups that purchase merchandise at the beginning of the fundraising cycle?

Who is responsible for the tracking of unsold merchandise: the Region III Treasurer, Ways and Means/Finance Committee Chairperson, or other designated Ways and Means/Finance Committee member?

REGION III - BEST PRACTICES FOR TREASURER
After being elected Region III Treasurer

Banking:

Region III has accounts at two banks—Wells Fargo and Chase. Your name and signature need to be added to the appropriate bank account, according to the bank policies, and the former Treasurer's name and signature removed. The former Treasurer may continue to receive donations. The donation amounts may be deposited into the account by the former Treasurer or sent to you to deposit. If a new account needs to be opened, you will need a copy of the incorporation; be sure you use the correct name of the corporation and the correct Federal ID. You will also need a letter from the Region III Secretary; he/she will have the letterhead necessary to compose the letter needed. If possible, open an account without a service charge per transaction. Two authorization signatures are needed, usually the Region III Chair and yourself on the account, but only one signature is required by the bank on the check. Remember to get checks that have the duplicate copy so you will have a record of every check that is written. Each check's memo line needs to be filled out with the reason for the check.

Address Change Forms:

Make sure the 7th Tradition Donation Form on the Region III website and any other information has your correct name and address as the new Region III Treasurer. For the first six (6) months, notify the sender of donations sent to the previous Treasurer of your new information. In addition, email all the Intergroup Treasurers with your name and address so they can reinforce the change of information with their group Treasurers.

.....

Thank you for the Region III donation in the amount of _____. A new Region III Treasurer was elected at the recent Fall Region III Assembly held in _____ and date _____. This note is to let you and your groups know about the address change for your donation mailings to Region III. Your future donations to Region III may be sent to the address shown below:

Name
Address
City, State, Zip

.....

REGION III GROUP DONATION FORM

Intergroup # _____ Group # _____ Group Name _____

Meeting Day, Time and Place

Name _____ Phone _____

Address _____

Make checks payable to: Region III OA
Send to: Name _____
Address _____
City, State, Zip _____

REGION III BEST PRACTICES FOR TREASURER

Banking Reconciliation

Your laptop has been set up with Quickbooks computer accounting software to help with the process of deposits, check writing, bank account reconciliation, and completing the Treasurer's report. Enter each check item as a deposit. Use the appropriate information to identify the deposit similar to: Group Number, meeting day, meeting time, city, and state, in the payee line. Example: 49167 – Wed 12 Noon – Prescott, AZ.

The Region Chair will send you a quarterly report from WSO with Meetings Affiliated with Region III, which is useful in determining the data needed for accuracy of identifying your group meetings. Take the time to use the meeting number, day and time because this helps at the Region III Assembly when the Regional Representatives look for their intergroup information.

Each month when you receive the bank statement, reconcile your computer records with the bank statement. This will help when you are audited by the Ways and Means/Finance Committee after each Assembly. When reimbursing your own expenses, write the check, but have the other authorized person on the account sign the check. When handling cash it is a good practice to have another person verify and sign-off on your totals.

Budget Process

The Budget Process is to be completed before each Fall Assembly. Committee Chairs submit budget requests at the Spring Assembly. The Treasurer provides the Steering Committee budget information and additional regional budget items. With an overview of the last approved budget, assign amounts to each line item, adding any new lines needed. The budget income must balance the budget expenses. The proposed budget shall be reviewed by the Steering Committee prior to presentation at Fall Assembly. The Treasurer submits interim financial reports at each Region III conference call. The Treasurer is responsible for registering the SC for each Assembly, including sending the registration information and payment.

Steering Committee (SC) Credit Card and Debit Card

The credit card bill comes to the Treasurer. It is in the Chair's name and only she/he can change the terms. Since the Treasurer and Chair are elected in alternate years, it should not be a problem to make changes.

1 During the Assembly the charges for the SC are to the credit card, and the Treasurer keeps the receipts. The Treasurer handles payment of Region III expenses for all SC members during the Assembly weekends.

2 Between Assemblies all receipts are listed and kept by each SC member. The expense form is directed to the Treasurer who then reimburses by check. The SC is reimbursed for travel expenses as outlined in the Region III Policy Manual.

3 The debit card is used as an alternate method of payment as appropriate. The Treasurer and Chairperson, as holders of the Debit Cards, are responsible for submitting an expense form for debit transactions.

Audit of Treasurer's Books

The Treasurer will make available the Region III financial records and books to the Ways and Means/Finance Committee at each Assembly. The records are to be audited before each Assembly ends, and whenever a Treasurer resigns. Region III fiscal year runs from November 1 through October 31 the following year.

Bonding of Steering Committee

The bond is issued by Western Surety Company, 101 South Phillips, Sioux Falls, SD 57104-6703. It renews each January 16th. The company covers up to six (6) people for \$25,000.00. For the company to pay, the person must be convicted.

Update Process to Best Practices for Treasurer

This Best Practices document is an 'ongoing' document that is to be updated by the Treasurer as needed. The Treasurer serves as the Co-Chairperson of the Ways and Means/Finance Committee.

Appropriate Government Forms

At appropriate times during each year, the required government forms and/or fees will be completed by the Treasurer and submitted to ensure that Region III remains an Arizona Corporation and in a non-profit status.

REGION III BEST PRACTICES FOR TREASURER;
BYLAWS AND POLICY MANUAL REFERENCES

The following are all the Articles and Paragraphs in both the Bylaws and the Policy Manual which address the Treasurer position.

BYLAWS:

ARTICLE V – MEMBERSHIP

F. The Vice-Chair, Treasurer, Recording Secretary, Communications Secretary and additional elected Steering Committee member(s) shall each be entitled to one vote.

ARTICLE VI - STEERING COMMITTEE

A. The Steering Committee shall be composed of a Chairperson, Vice-Chairperson, Recording Secretary, Communications Secretary and Treasurer. The Region III WSO Trustee shall serve as a non-voting member of the Region III Steering Committee.

ARTICLE VII – NOMINATION AND ELECTION OF STEERING COMMITTEE

E. The Steering Committee shall be elected for a period of two (2) years.

The Chairperson and Recording Secretary shall be elected in even-numbered years; and the Vice-Chairperson, Communications Secretary and Treasurer shall be elected in odd-numbered years.

G. New members of the Steering Committee shall take office immediately following the close of the Assembly at which they are elected. Immediately following the close of the Assembly at which a Treasurer is elected, transition of Treasurer's duties shall begin and shall be completed as soon as practicable.

H. Upon the vacancy of a Steering Committee position, the Chairperson shall appoint an Interim Steering Committee member to serve until the next Region III Assembly, at which time an election shall be held to fill the unexpired portion of the term of the vacated position. If the Chairperson resigns or is unable to perform the functions of his/her office, the Vice Chairperson will immediately assume the duties of Chairperson and will appoint a person to assume the duties of Vice Chairperson. Election for open positions will be held at the very next Assembly at which the Chairperson pro tem presides. The Treasurer shall serve as Chairperson during the election. The newly elected officers will hold office until the next regularly scheduled elections.

ARTICLE IX – DUTIES OF STEERING COMMITTEE

D. Treasurer

1. Shall receive, deposit, record and acknowledge on Assembly financial reports, all donations made to Region III.
2. Shall establish a business checking account in the name of Region III of Overeaters Anonymous, Inc. with signatories being the Treasurer, the Chairperson and other Steering Committee member(s) as needed and designated by the Chairperson.
3. Shall disburse funds following written request and/or submission of bills for which reimbursement has been approved by the Region III Assembly or Steering Committee.
4. Shall present a written and oral Treasurer's report at each Region III Assembly.

5. Shall make available Region III financial records and books to the Finance Committee at each Assembly. Records are to be audited before the convention ends.
6. Shall serve as co-chair of the Ways and Means/Finance Committee.

POLICY MANUAL:

IV. REGIONAL EVENTS:

D. Pre-Regional Event Funding – The Regional Treasurer shall forward a maximum of \$500.00 seed money to the Intergroup hosting the Regional event, at their request. All seed money, to the extent applicable, shall be included in those revenues returned to the Region.

E. Regional Officers Expenses – All reasonable expenses of the Regional officers in conjunction with their attendance at Regional events, excluding World Service Conference shall be paid by the Region. The Regional Chairperson shall be funded to World Service Conference.

F. Funding of Regional Representatives – The Region shall endeavor to provide funding for Regional Representatives to attend Regional events. An Intergroup requesting funding for Regional Representatives to attend Regional events shall notify the Regional Treasurer. The Regional Treasurer shall, at that time, review the Regional treasury and keep a prudent reserve, making available on a per capita basis, funding for Regional Representatives to the extent possible. Requested funding will be mailed to Intergroups provided that there is time to mail it. Otherwise, funding will be available for the RRs at the Assembly. Prudent reserve shall be \$3,000 plus one-half (1/2) the annual Steering Committee travel expense.

1. The treasurer, in consultation with the Steering Committee, shall adapt such funding to each particular event to maximize participation at each assembly.

2. Any over-funding or unused funding from the Region must be returned to the Regional Treasurer.

3. Funding for the host area should be at the discretion of the Treasurer, in conjunction with the Steering Committee, not to exceed 50% of the funding of other representatives.

4. Funding for the first Regional Representative of an Intergroup for each Regional event (excluding the World Service Business Conference) will not exceed \$150 per representative. When funding for additional Representative(s) of an Intergroup is available, it will be made available to all subsequent representatives on a pro rata basis, not to exceed \$50.00 per Representative.

G. Funding New or Non-participating Intergroup Representatives – In order to increase participation of Intergroups, the Region may fully fund a representative, up to \$250 to each Regional Assembly. The representative is to be selected by the Vice-Chairman from the Intergroup nearest the location of the Assembly being held that has never, or within the past five (5) years, sent a representative to Region. In the event that there are no qualified Intergroups, or if none have applied for funding, any Intergroup with 20 or less groups may request the \$250 per assembly. A drawing shall be made from those requests. An Intergroup shall not be eligible more than once every three (3) years.

H. Speakers at Regional Events – In order to further the Regional goal of building strength from within the Region, speakers at Regional events should come from within the Region. No speaker shall receive funding.

K. Sale of Merchandise – Merchandise, sweatshirts, pins, etc. may be sold at Region III events, but the following guidelines are suggested:

1. All sales to be made by and for OA service bodies. All such funds may be retained by that service body.

2. Each sale item to be approved by group conscience of the Intergroup.
3. Sales at OA functions should be conducted in such a manner as to not divert or distract from our primary purpose to carry the message to the compulsive overeater who still suffers.
4. At least two tables will be provided at Regional Conventions/Assemblies for the sale of fund raising items by Intergroups on a first-come-first-served basis.

L. Region III permits OA service bodies to offer at Region III events fund raising events such as raffles, auctions, silent auctions, and similar activities. Such events shall follow the guidelines set down for Sale of Merchandise in Section K) above. In addition,

1. Such activities shall be conducted only at meal functions or closing.
2. Such activities shall be so limited in time as to not interrupt or interfere with speakers, panels, workshops and our primary purpose of carrying the message of recovery.
3. All proceeds from such activities shall be treated as convention funds.

M. Convention Funds – Convention proceeds will be divided evenly, with 50% to Region III and 50% to the hosting IGs. Proceeds include all convention-related revenue, such as registration fees, literature income and all fund-raising, less expenses. The seed money is repaid prior to the division of proceeds. The Region III Vice Chairperson shall be a signatory on the hotel contract, and Region III will be responsible to pay any shortfall resulting from the hotel contract.

U. Any Intergroup within Region III which would like Region III to provide a Service and Traditions Workshop shall contact the Vice-Chairperson. The Vice Chairperson, in conjunction with said Intergroup, shall arrange for such a workshop. Funding shall not exceed \$1,000 per year.

VI. REGION NEWSLETTER:

A. The Regional newsletter may contain recap reports (Treasurer, Region Assembly Minutes, and Regional Trustee's World Service Report) messages of Intergroup and group experiences, a calendar of World Service and Regional events and other events taking place within the Region.

X. REGION FUNDING OF SPEAKERS FOR INTERGROUPS:

Region III will fund speakers' expenses for Intergroups requesting assistance for special events. The Vice-Chairperson is to receive the applications. No Intergroup (or area) will receive funding more than once in a two (2) calendar year period. The Vice Chair to approve funding as requests are received. An itemization of the speakers' expenses should be returned to the Region together with any unused portion of the funding. The Regional Treasurer is to set aside a minimum of \$250 per quarter to be appropriated for this purpose. Special contributions may be accepted for this fund. Region III will help fund speakers' expenses up to \$350.00 per event.

XII. TREASURER'S BOOKS:

Region III fiscal year shall be from November 1 through October 31 the following year. The Region III financial records shall be made available to the Finance/Ways & Means Committee at each assembly for auditing, before the end of convention.

XIII. CORPORATE ANNUAL REPORT:

Region III Overeaters Anonymous, Inc. is an Arizona Corporation. As such the corporation must file with the state of Arizona Corporation Commission an Annual Report and Certificate of Disclosure. The Annual report forms are mailed to the corporation's Arizona Statutory Agent. The annual report contains the names and addresses of officers/directors, a year-end financial statement (balance sheet) prepared by the Treasurer, a statement of disclosure regarding ownership of the corporation's common stock (none issued, none owned), and a Statement of Bankruptcy of officers/directors owning more than 20% of the issued and outstanding common stock (none issued, none owned). The annual report is approved by two officers (currently the Chair and Treasurer) and electronically filed with an annual filing fee on or before the due date at the beginning of June. A copy (hard or electronic) of the annual report noting its filing with an approved signature is to be maintained by the Region's Treasurer in the Region III Overeaters Anonymous, Inc. files. Additional copies may be maintained by the Region's Chair and/or Secretary. Failure to file the report will result in the revocation of corporate status, as well as revocation of IRS 501 (c)(3) tax exempt status.

When necessary, the Chair shall appoint the Statutory Agent, who must be an Arizona resident.

XIV. FUNDING NEW WSBC DELEGATES:

In order to increase participation of Region III at WSBC, to fund up to \$250.00 per Intergroup that has not sent a delegate to WSBC in the past three years. The maximum amount of the fund will be \$1,000 per year. Fund will be allocated on a first come, first served basis. Request to be submitted to the Vice Chairperson.

XV. FUNDING WORLD SERVICE REGION III TRUSTEE NOMINEE:

- A. Funding up to \$500.00 shall be made available to cover expenses of Region III Trustee nominee to attend the WSBC Trustee election.
- B. Nominees who are current WSBC delegates are ineligible for this funding.

XVI. PROFESSIONAL EXHIBIT FUND:

Region III will maintain a Professional Exhibit Fund to be used for fees and expenses associated with OA representation at professional exhibits, conferences and health fairs being held within Region III. Requests to receive funding are to be submitted to the Vice Chairperson. Each intergroup may receive funding. An itemization of the funded event expenses should be returned to the Region III Treasurer, with any unused portion of the funding, within 30 days of the conclusion of the event. The Region III Treasurer shall set aside a minimum of \$800 to a maximum of \$1200 annually to be appropriated for this purpose. Special contributions may be accepted for this fund.

XVII. PRUDENT RESERVE:

- A. A prudent reserve shall be \$3000 plus one half (1/2) of the annual Steering Committee travel expense.
- B. Treasurer shall deposit \$100 per month in order to reach or maintain the prudent reserve.

REGION III WAYS AND MEANS/FINANCE COMMITTEE
AUDIT GUIDELINES

Purpose:

The purpose of the audit of the Treasurer's records is to verify the accuracy of the financial records and books of Region III. The audit shall be performed at the Spring and the Fall Assemblies, and when an unexpected vacancy occurs in the Treasurer's position. The designated representatives, appointed by the Region Chairperson, shall consist of four (4) persons: three (3) Regional Representatives, each from a different State, and one Region III Steering Committee member. The Ways and Means/Finance Committee Chairperson shall be one of the Regional Representatives and shall chairperson these audits.

Duties of Chairperson:

The duties of the Chairperson for the audit process will be:

To explain the purpose of the audit and the procedures to be followed.

Submit a signed report along with one copy to the Region III Recording Secretary. The chairperson should also keep a copy. The signed report is to be retained by the Recording Secretary; the Recording Secretary will forward one copy to the Region III Treasurer.

Suggested process:

How:

Explain the purpose of the audit and the procedures to be followed.

Minor procedural recommendations may be discussed with the Treasurer during the audit.

Expenses:

- Review every 3rd to 5th check written/debit transaction during audit period in chronological order.
- Verify that each check/debit transaction cleared the bank for the amount as shown in checkbook.
- Verify that each check/debit transaction is on the bank statement and has a valid receipt attached.
- Verify that each check/debit transaction is accurately reflected in the Treasurer's records.

Income:

- Pick five (5) deposits/donations a quarter to match spreadsheet and bank statement to income.

At the discretion of the committee, the audit may include a review of each deposit and check/debit transaction, if a random review shows discrepancies.

Minor procedural recommendations may be discussed with the Treasurer during the audit.

Note: If there is any suspicion of misconduct by the Region III Treasurer, the Audit Committee will invite the Region III Chairperson into the audit and the problem will be discussed with the Treasurer present. If the problem is not cleared at that time, a written report must be send to the Region III Chairperson within 24 hours. The Region III Chairperson will take necessary action as the Chairperson believes appropriate. The Region III Chairperson may choose to remove the checkbook and all records from the Treasurer's possession at that time. The committee members are to maintain all suspicions in confidence, discussing the matter only at the Chairperson's request.

Conclusion:

Give report at Assembly and turn in report paperwork to the Recording Secretary.

Documentation:

See attached form

Form to be used during audit process

REGION III WAYS AND MEANS/ FINANCE COMMITTEE

March 13, 2010

Attendees: Jan Blue, Treasurer; Janis Rothschiller (SEAZ), Chairperson; Kaye White (ASDI), Cruise Fundraising Chairperson. Not able to attend: Joanne MacDonald (PPSI), Secretary

Short-term Goals:

Complete Spring Assembly Audit—Completed. March 12, 2010 by Kayla Weingarten and Janis Rothschiller with Treasurer Jan Blue.

Complete plans for Cruise fundraiser drawing of a ticket for the cruise. Completed

Complete plans for Quilt fundraiser drawing for the OA 50th anniversary quilt. Completed

Share Finance committee handbook with Assembly. Completed

Long-term goals:

Create an audit process for our Region III records to be included in our committee handbook. Janis and Joanne will work on this with a proposed date to review with Jan by end of April.

Create an expense guideline process for Region III Steering Committee. Janis will create a draft document to review with Jan by end of April.

Complete quilt drawing process including quilt making, ticket buying, and launch of sales at WSBC-April 26-May 2, 2010. Kaye is the responsible party for this goal. Janis will track ticket sales and watch over stubs and monies.

Establish Region III Spring 2011 fundraiser. The winning of a free cruise ticket in a drawing is the established fundraiser. Kaye is responsible for ordering tickets and promoting the sale of tickets. Janis is responsible for tracking ticket sales and keeping watch over ticket stubs and monies.

Accomplishments since 2009 Fall Assembly meeting:

Cruise drawing established as Region III Fundraiser with Kaye being responsible for Cruise fundraising efforts.

Spring Assembly audit completed March 12, 2010.

Joanne and Prue completed Finance Committee Handbook.

Communication Process:

Janis is responsible for weekly emails to the committee.

Discussion Items:

The committee agreed to continue with Joanne as the Secretary and since she was unable to attend the Assembly, Janis will take minutes. Jan will be wrapped up with her job until 4/15 so any emails sent to her that need to be read right away should say Region III in the subject line. We discussed the drawings for the quilt and cruise ticket. We agreed to draw the ticket for the quilt at the Region III Fall Assembly in Tempe so the ticket sales won't be drawn out over a long period of time and having the drawing at the Assembly will encourage great sales there and people will get to enjoy the drawing at a Region III event. While it would be nice to also sell the tickets for the quilt at the 50th birthday party in LA, that is 2 weeks after Fall Assembly. We also decided we'll ask for \$1135 seed money at the Cruise meeting tomorrow from Region 3 this year for the cruise drawing. Since the cruise drawing was previously announced for December, we discussed how we could have the drawing at a Region III event. Janis suggested that since she will have the tickets, we could do the drawing in Sierra Vista, AZ at the IDEA event on November 20, 2010. We all agreed that would work.

Jan and Janis talked about creating an expense policy for the Steering Committee. Most of the Regions have guidelines for expenses in their bylaws or Policy Manuals. Some are extensive and some are brief. Janis will create a draft document and share it with Jan. Janis and Joanne will work on creating an audit process.

Future Agenda Items:

How do we get the groups to use the group donation form when sending money to Jan for Region III?

Review cruise drawing treasury and quilt drawing proceeds and then decide if we need to initiate more fundraisers.

Complete Fall Assembly audit.

Review Audit process and Expense guidelines proposals.

REGION III WAYS AND MEANS/FINANCE COMMITTEE

OCTOBER 17, 2009*

Attendees: Prue Otting (ASDI), Chairperson; Juda Smith (O...), Outgoing Treasurer; Jan Blue, Incoming Treasurer; Janis Rothschiller (SEAZ); Joanne MacDonald (PPSI), Secretary.

Short Term Goals:

Audit Treasurer's books today. Completed.

Complete alias email addresses for W&M/F Committee. To be completed by Recording Secretary. Completed on 10/21/2009

Add/complete e-postcard with IRS. **(To be completed by incoming Treasurer)**

Complete flyer for cruise in 2011. To be completed as quickly as possible. **(To be completed by Vice Chair R III)**

Complete a cruise quilt by Salt Lake City Assembly in March 12-14, 2010.

Share Change of Address information on Incoming Treasurer with all Regional Reps today. Completed 10/18/2009.

Looking at Committee folder, it seems to be incomplete – p5, C1 *(To be completed by W&MF Committee Secretary by SLC Assembly)*

Long Term Goals:

Change Bylaws to include Treasurer's books being audited during Assembly. Completed 10/18/2009.

Decide on fundraisers for Cruise by Fall 2010.

Amend Policy Manual to address per diem for food/incidentals for Steering Committee.

Status as of 10/17/09: Janis R to collate policies regarding this topic from Intergroups represented by W&M/F Committee.

Accomplishments:

All 500 Region III pins sold; net profit to Region III of \$222.

Audit of Treasurer's books was completed on 10/17/2009 afternoon by outgoing and incoming Treasurers and one additional person from W&M/F Committee.

W&M/F Committee provided budget guidelines to help Treasurer prepare for this budget cycle.

Budget approval – Change total income of actual from \$15,422 to \$18,884.73.

Discussion Items: Will include discussion item if not resolved in above sections of the report.

Region Pins: Do we want to order more? Opinions - people usually do not support a second go-round of a fund-raiser item. Result: W&M/F Committee voted No for now.

Transition from Outgoing to Incoming Treasurers: Detailed items regarding the transition activities will not be included in W&M/F Committee report—only issues deemed necessary for policy guidance by the W&M/F Committee. An example is the e-postcard; incoming treasurer will file. *This item will be included in the Best Practices (if not already there).*

Per Diem for Food for Steering Committee: W&M/F Committee members agreed the topic warranted researching. *Janis R is to take lead in gathering Intergroup policies-only from W&M/F Committee member Intergroups.*

Conference Call: Incoming Treasurer to set this up; it may cost each participant her 'minutes' but that is all. The call will involve incoming Treasurer and W&M/F Committee members.

A cut-off date needs to be established to ensure timely transition of Treasurer's duties. W&M/F Committee Chair is to do. Update since 10/17/2009: This discussion with both Treasurers has been accomplished.

Discussion on new bank account in Denver regarding prudent reserve: Incoming Treasurer to handle. Completed.

Raising limit on credit card: Discussion tabled until later in Treasurer transition process.

Cruise: Andrea M, Vice Chair, joined the W&M/F Committee for this discussion; she handed out an email with details thus far. February 20-27, 2011; leaving from Galveston; 3 days at sea; 3 in ports; OA will have special meeting rooms and special dining rooms. Shirley from the company has handled several Region 8 cruises which are usually 4-day events. Attached is the hard copy of Shirley's email (attached to hard copy minutes only). We need to get Flyer out immediately to all of OA but especially to Northeast as they are 'cruisers.' Attached also is an email identifying questions on the cruise—sent to Andrea M 10/18/2009. The Assembly will be in Houston on Saturday; registration for Assembly \$30. Cruise begins on Sunday; no OA business to be conducted on board. Literature may be sold. Cannot charge a registration fee due to logistics of Cruise company collecting cruise payments. The cruise will be an OA recovery event but fundraising will occur before and on-board the ship. Four-day cruise is not available. 50-50 raffle is acceptable ok on board. Andrea will obtain some sample flyers for us. Idea for Cruise Pin: *to be developed*. If the cost of cruise goes down, we will receive the lower cost. Deposit of \$200 per person due to Shirley by 12/15/2009. Final payment is due mid-December 2010. Other areas of concern are included in 10/18/09 email to Andrea M from the W&M/F Committee.

Cruise quilt for fundraiser: *Needs to be complete by March 12 Assembly.* Will it be machine or hand quilted? *Prue is to find out. W&M/F Committee wants to make maximum exposure of the quilt to other service bodies to increase interest.*

Other possible fundraiser ideas: Cards – no; OA 50 charm; no.

Action Item: Assemble all related documents into Ways & Means/Finance Committee Handbook (to codify Best Practices) prior to next Assembly in March 2010. *Joanne M is to do this with Prue's concurrence.*

Secretary, Joanne MacDonald

Attachments (to hard copy only) *Please note that these minutes reflect the issue as of October 17, 2009. **Bold** denotes action items not involving W&M/F Committee. Underscore indicates updated status and information. *Italicized* indicates action items to be completed.