

SETA Area 67 Finance Committee Guidelines

1. The Area Treasurer, as directed and authorized by the Area Assembly, shall conduct all financial activities of the Southeast Texas Area, including the filing of tax returns when required.
2. All checking and/or savings accounts shall have the following on the signature cards: Treasurer, Alternate Treasurer, Delegate, Area Chairperson and Secretary (as needed).
3. All checks disbursed by the Treasurer will have two signatures.
4. The Treasurer ,with the approval of the Finance Committee, may choose or change the current financial institution for the SETA Area 67. (Motion 2025-15)
5. The Finance Committee's responsibilities shall be: to prepare the proposed budget for the following fiscal year; to study/review the needs of the assembly as a whole as they relate to income and expense; to insure a healthy but practical Area financial status that honors the intent of the Seventh Tradition on self-support. The Committee will have a voting chairman plus other members, including the Area Treasurer, and non-voting, at-large, members equally representing the geographic segments of the Southeast Texas Area.
6. The Finance Committee will meet by April of all years beginning in 2019, and review the prior year's final statements, with attention paid to the amount of unrestricted cash remaining on hand at the end of the prior year, and determine if there are sufficient funds on hand to fully fund the Delegate for the prior year's General Service Conference. If there are sufficient funds on hand to fully fund the Delegate for the prior year's General Service Conference, based on the amount remaining to be paid, as provided by the Treasurer of the General Service Board, the Chair of the Finance Committee shall direct the Area Treasurer to send such amount to the General Service Board as our contribution for the prior year. If there are not sufficient funds on hand to fully fund the Delegate for the prior year's General Service Conference, the Finance Committee shall decide on an amount, if any, to be paid, and such amount to be forwarded to the General Service Board as outlined above.

7. The Budget Committee shall consist of the Area Treasure, the Finance Committee Chairperson and any Assembly member requiring funding for approved Area Service work. The proposed budget for the following fiscal year will be presented to the Assembly at the Second quarterly meeting of the current year and voted on by the Assembly no later than the Third quarterly Assembly meeting.

8. The proposed budget shall include all projected income and Assembly approved expenses.

9. The Budget Committee shall have the authority to act as an autonomous Group Conscience and if necessary, alter the budget of ALL budget holders, for the sake of balancing the budget. If a committee is dark, the budget may be reduced to lodging and enough funding for the committee to operate for a single quarter.

10. The Finance Committee is required to review any contract that holds SETA fiscally responsible (i.e. hotel or assembly venue). This review will be held with a hotel/venue contract representative. Additionally, this review would go through the contract line by line so that the members have a clear understanding of the contract. This practice will put the burden of review on the committee rather than the individual. (2026 Motion-02)