

**AREA 67**  
**GUIDELINES FOR DISBURSEMENT OF SETA FUNDS**

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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, IT Committee Chairperson, Literature Committee Chairperson, Multi-lingual Committee Chairperson, Newsletter Editor, PI Committee Chairperson, and TF Committee Chairperson

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 request reimbursement for expenditures that fall within those categories for their office or committee. Non-approved expenses will be paid by the individual creating the expense from their personal account.

- “Lodging Expenses” categories:
  - ❖ “Lodging Expenses” for the category “3 Quarterly Assemblies” cannot exceed the contracted room rate per assembly, without Area approval. Thus, if requestor stays in a more expensive room or another hotel, requestor must pay for any amounts above contracted room rate per assembly.
  - ❖ “Lodging Expenses” for the category “Area Convention” cannot exceed the contracted room rate, without Area approval. Thus, if requestor stays in a more expensive room or another hotel, requestor must pay for any amounts above contracted room rate.
  - ❖ At a Committee Chair’s discretion, if the chair does not use the “Lodging Expenses” for themselves, they **MAY** allow another member of the committee to do so.
  - ❖ Should the funds budgeted for “Lodging Expenses” not be needed for “Lodging Expenses”, the budget holder **MAY** use those funds for any “Other Expenses” categories as needed to perform their service function.
- “Other Expenses” categories:
  - ❖ “Other Expenses” funds **MAY NOT** be spent for “Lodging Expenses”
  - ❖ Any funds in an “Other Expenses” category may be spent not only on that category, but on any other category included in “Other Expenses” as needed by budget holder to perform their service function.

**Expense Forms (EF):** Blank Expense Forms are posted for download on the Treasurer’s web page at [aa-seta.org](http://aa-seta.org). 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

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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. If an expense is submitted for reimbursement by someone other than the budget holder, then the budget holder must also approve reimbursement of the expense.

**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.

**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.

<b>Revision History</b>			
Revision #	Date	Editor	Status
1	10/03/07	Finance Committee	Approved
2	10/13/2018	Budget & Finance Ad-hoc	Approved

**Motion:** The Area approves version 2 of the “SETA Disbursement Guidelines” (dated 10/13/2018) as the official “SETA Disbursement Guidelines” replacing version 1 dated 10/03/2007, and this new version shall be posted on the Area Treasurer’s webpage with the Expense Form.