**2015-2016 annual report**

**Finance Committee**

**Co-dependents Anonymous, Inc.**

September, 2016

Throughout the year we have worked with the bookkeeper to approve ERRs for CoDA’s trusted servants attending the CoDA Service Conference (CSC), board meetings, and Face to Face (F2F) committee meetings. With the hiring of a new bookkeeper, CoDA made the transition to an online bookkeeping system that allows multiple people to access the database for reporting purposes. The finance committee reviewed several things (Chart of accounts, Classes, Posting of Advances) that have helped us have more meaningful reports. We cleared up all of the Advances that were not reconciled before the end of 2015. We instituted an online ERR submission form for Expense Reimbursement Requests (ERR) that will help the processing of ERRs. There is a separate form for travel expenses and non-travel expenses incurred by trusted servants. We redesigned our webpage so that the information on it is organized and more easily accessible to those who visit our page. The Advance form is still a PDF that is submitted to [ERR@CoDA.org](mailto:ERR@CoDA.org). In 2016 we developed an automatic notification of tracking numbers assigned to each ERR submitted.

We worked with all committees to correct posting to accounts for 2015 and published a Balance Sheet and Expense report for 2015, and first 2 quarters of 2016.

We addressed some changes in the Expense Reimbursement Policy (ERP) and Expense Reimbursement Approval Process (ERAP) that will help our trusted servants to be compliant with our policies. We increased the amount of a request for reimbursement that requires a receipt, limited the amount of an advance a TRO recipient can request, noted consequences for lack of response to request of more information, and a change to add wording to reflect the use of GC in committee spending decisions for face to face meetings. We also are bringing to the Fellowship a recommendation to redefine the Prudent Reserve to allow CoDA to continue to grow its service to the Fellowship and the codependent who still suffers while limiting the amount of the assets we have to have on hand. We are currently under our Prudent Reserve for 2017 if we do not change it. As of August 31, 2016, our Balance Sheet indicates we have assets of $332,000 and our prudent reserve will be $403,800 for 2017 which is two years of actual operational expenses based on Jan 1, 2014-Dec 31, 2015. We have major expenses related to the CoDA Service Conference (CSC) and International CoDA Convention (ICC) which will occur in October and November this year with the 30th anniversary celebration in Phoenix.

For the current year the Per Diem rate has increased to $51. For CSC being held in Phoenix, AZ, the rate is $59. The mileage rate for 2016 is $0.540 per mile.

We are in the process of assembling the budget requests received from the board & committees and will present it to the CSC. We have provided a template for committees to develop budgets.

The Finance committee recruited 2 members at CSC last year. We also found a new member this spring and one of our members dropped off the committee for personal reasons. I want to acknowledge the help we have received from our board liaison and treasurer, Denny H, and all of the members of the committee who have served during the year: Barbara D, Loretta D, Lou L, Jack S, & Carey C. We will be recruiting more members at CSC to serve on this committee.

In Service for the codependent who still suffers,  
Lou L, Chair

**Goals for Finance Committee   
(July, 2016 - June 2017)** (September, 2016)

1. Continue the financial oversight, analysis, and advice to the Fellowship of CoDA as per FSM.

2. Review current financial policies & procedures and recommend changes as is appropriate.

3. Work with the bookkeeper and treasurer to develop usable reports for the fellowship.

4. Recruit additional finance committee members.