

Dear committee,

The Finance Committee would like you to use the forms on the other tabs of this workbook to build your budget for next year (2018). We are asking each committee to consider if they need to have a face to face meeting and to include it in their budget. If upon compiling all the budgets submitted, we deem that there is not enough money to support all requests, we will implement the "Guidelines for rotation for funding face to face CoDA committee meetings" (see link 1 below.) Top priority will go to committees that did not have a face to face in 2017. The face to face budgets will be combined into the general expense budget and apportioned out to committees as they submit their Apply-Meeting Information Sheet (Apply-MIS) early in 2018.

As a part of the budgeting process, the finance committee is asking each committee to fill in a second document listing the members of the committee and some information that they may not want published on our web site (see link 2 below.) Please send this document only to Finance@CoDA.org and **NOT** to budget@coda.org. Budgets submitted to budget@coda.org (along with reports and goals) are added to the delegate package which is on the CoDA website.

If you have any questions, please contact your Finance Liaison. See list below.

Respectfully,

The Finance Committee of CoDA, Inc. finance@coda.org

Committee	2016-17	Finance Liaison
1) Board:		Lou/Jack
2) Communications (Comm):		Lou/ Thuy
3) Co-NNections:		Jack/Loretta
4) Events:		Barb/Thuy
5) Finance:		Lou
6) Hospitals & Institutions (H&I):		Loretta/Jack
7) Issues Mediation (IMC):		Loretta/Thuy
8) Literature:		Lou/ Jack
9) Outreach:		Barb/Thuy
10) Service Structure (SSC):		Jack (temp)/Thuy
11) Spanish Outreach (SPO):		Loretta/Barb
12) Translation Management (TMC):		Loretta
13) World Connections Committee (WCC):		Barb/Lou

Links:

1 http://www.codependents.org/Finance/Guidelines_for_committee_rotation_of_face_to_faces.pdf

or bit.ly/2wQLKza

2 http://www.codependents.org/Finance/Committee_members_information_form.xlsx

or bit.ly/2wbaiG0

COMMITTEE BUDGET PLANNING DOCUMENT

NAME of COMMITTEE : Communications

NAME of CHAIR (first name & initial): John R

of committee members: 3+2 (Email team) + 1 (Cphone)

COMMITTEE BUDGET PROPOSAL FOR JANUARY 2018 through DECEMBER 31, 2018

TYPE of EXPENSE	Estimated Amount	Estimated Amount	Estimated Amount	Estimated Amount	TOTAL
	1st QTR 2018	2nd QTR 2018	3rd QTR 2018	4th QTR 2018	2018
Postage (most comm. spend zero)					\$-
Supplies (most comm. spend zero)					\$-
Telephone					\$25.00
(Free conference calls are easy to arrange. See "Responsibility of Chairs Regarding Finances" [Appendix C of Expense Reimbursement Policy] for details.)					
Outside Services (most comm. spend zero)					\$-
Copying					\$25.00
Other (Specify)					\$-
Other (Specify)					\$-
Travel for Committee Meetings, as needed:					
Include only 1) if you are in rotation for a F2F for the coming year or 2) you have compelling reason to have a F2F and include that rational					
(See your Meeting Planning Document)					
Airfare	\$2,000.00				\$2,000.00
Lodging	\$1,310.40				\$1,310.40
Meals (Use \$51/day)	\$1,147.50				\$1,147.50
Mileage	\$240.75				\$240.75
Misc. Travel	\$375.00				\$375.00
Parking	\$220.00				\$220.00
Chair's Travel for CoDA Service Conference (CSC) 2018 San Diego					
Airfare			\$600.00		\$600.00
Lodging			\$273.00		\$273.00
Meals (Use \$64/day)			\$400.00		\$400.00
Mileage			\$150.00		\$150.00
Misc. Travel					\$-
Parking			\$50.00		\$50.00
TOTAL EXPENSES	\$5,293.65	\$-	\$1,473.00	\$-	\$6,816.65
Date submitted to Finance Committee:					
Please submit chair contact information to Finance Committee when you submit this form in case there are questions.					
Submit to Budget@coda.org 30 days before the start of CSC.					

Things to think about in setting up a budget for a face to face (f2f) committee meeting

This form can be used to help set up your budget for next year or to estimate the actual cost of additional funds to cover unforeseen expenses at the time of establishing your budget.

Instructions: Fill in the yellow boxes. Read the assumptions to see if there might be any calculations in this sheet. You may change any suggested average, but the final budget should consider changing it back. This is offered as a tool to help us standardize the process.

Committee name:

Chair's name:

Today's date:

If used for planning a specific F2F, starting date of F2F:

6	How many Committee Members (CM) will attend?	
2	How many men?	
4	How many women? (calculated)	\$0.535
3.0	How long will your committee meet (days)?	\$51.00
0	How many CM will attend from outside North American continent?	
6	How many CM will travel home on the last day of the meeting? (Assume local person does)	
3	How many CM live long distances (>50 miles round trip) from major airports?	

Summary		Suggested Averages per CM	Rates
\$5,294.00	Total f2f		
\$2,000.00	Airfare	\$400.00	for inter continental travelers \$1,000.00
\$1,310.40	Lodging	\$130.00	per night + tax ~ 12%
\$1,147.50	Meals*		\$51.00
\$240.75	Mileage	50	\$0.535
\$375.00	Misc. Travel	\$75.00	luggage, etc
\$220.00	Parking	\$10.00	per day at airport/ hotel

Adjustments for special circumstances

for your planned f2f and determine if you need to ask for

What are the extra costs that you do not see covered by the finance committee will want to know your reasoning or we may not include the costs of f2f meetings in CoDA's budget.

2017

Current reimbursement rates

Mileage

Per Diem

Assumptions

All CM stay in hotel the night before and 2 to a room by gender

CM attending less 1 local Add \$1,000 for those outside N American Continent

=(travel day + meeting days) * attenders - travelers leaving on last day if more than one

.75 travel day + meeting days +.75 for travel days (except locals) +1 for inter continental travelers

Everyone gets 50 miles, those further gets 50 more

CM attending less 1 local

Everyone gets 10/day adjusted for local and same day travelers

Things to think about in setting up a budget for committee chair to attend CSC.

This form can be used to help set up your budget for next year.

Instructions: Fill in the yellow boxes. Read the assumptions to see if there might be extra costs that you do not see covered by the calculations in this sheet. You may change any suggested average, but the finance committee will want to know your reasoning or we may consider changing it back. This is offered as a tool to help us standardize costs in CoDA's budget.

1	Is the chair planning to attend CSC? Blank="yes", 1="no"	2017
1	CSC is 3.5 days, will chair attend a CoDA called meeting on the day before? Blank="yes", 1="no"	Current reimbursement rates
1	Does committee chair live outside North American continent? Blank="yes", 1="no"	\$0.535 Mileage
1	Will you travel home the afternoon of the last day of CSC? Blank="yes", 1="no"	\$64.00 Per Diem for San Diego, CA (2018)
1	Do you live less than(<50) from a major airport? Blank="yes", 1="no"	

Summary		Suggested		Assumptions
\$-	Total f2f	Averages	Rates	
\$-	Airfare	\$600.00	for inter continental travelers	\$1,000.00 Add 1,000 for outside N American Continent
\$-	Lodging	\$130.00	per night + tax ~ 12%	=travel day + meeting days -last day if traveling that day.
\$-	Meals*	\$412.50	\$64.00	.75 travel day +4 CSC days +.75 for travel days (if not traveling home last day) +1 for internationals
\$-	Mileage	100.00	\$0.535	Everyone gets 50 miles, those further gets 50 more
\$-	Misc. Travel	\$75.00	luggage, etc	CM attending less 1 local
\$-	Parking	\$15.00	per day at airport/ hotel	Everyone gets 10/day adjusts for local and same day travelers
	Adjustments for special circumstances			