**2016-2017 annual report**

**Finance Committee**

**Co-dependents Anonymous, Inc.**

September, 2017

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. We approved and paid all ERRs from the Oct CSC before the end of 2016. We updated our online ERR submission forms for Expense Reimbursement Requests (ERR) to reflect 2017 changes. There is a separate form for travel expenses and non-travel expenses incurred by our trusted servants. The Advance form is still a PDF that is submitted to [ERR@CoDA.org](mailto:ERR@CoDA.org).

Because of the budget restraints in the past, the Finance Committee developed some guidelines to rotate committees having face to face meetings each year. This will allow each committee to plan to have a face to face at least once every three years. The guidelines were developed and accepted by the Chairs Forum and received the Board’s support. Committees who wish to will submit a budget request for a face to face with their annual budget. Monies for all committee face to faces will be combined into a general face to face account (pool) and allotted to committees based on the rotation. There will be some additional funds in this pool to provide for additional members on committees, and other unforeseen needs.

For the current year the Per Diem rate remained at $51. For CSC being held in Bloomington, MN, the rate is $64. The mileage rate for 2017 is $0.535 per mile.

We are in the process of assembling the budget requests received from the board & committees and will present it to CSC for approval. We updated and provided a template for committees to help them develop their budgets. At CSC last year the proposed redefinition of the Prudent Reserve was accepted and will be $250,000 for 2018.

The Finance committee recruited 1 member at CSC last year who is acting as a representative from another committee to the Finance Committee. We found a new member this spring. We want to acknowledge the help we have received from our board liaison and treasurer, Denny H. In June, Denny had to resign for personal reasons and Addie M took on his role as treasurer and board liaison for the Finance Committee. Thank you, Denny, Addie, and all of the members of the committee who have served during the year: Barbara D, Loretta D, Lou L, Jack S, & Thuy K. Michael C has represented Translation Management Committee at many of the Finance Committee meetings this past year. We will be recruiting more members at CSC to serve on this committee.

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

**November is coming.**

November is Gratitude Month. Will you and your CoDA meeting participate in Gratitude Month by collecting an extra donation for CoDA, Inc. in gratitude to CoDA and your Higher Power for the recovery you have experienced? You may make a donation at our website <http://coda.org/index.cfm/donate/>, or by sending a check to CoDA, Inc., P.O. Box 33577, Phoenix, AZ 85067-3577.

**Goals for Finance Committee   
(October, 2017 – September, 2018)**

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. Have a Face to Face to improve internal documentation.

5. Recruit additional finance committee members.