**2017-2018 annual report**

**Finance Committee**

**Co-dependents Anonymous, Inc.**

September, 2018

The Finance Committee submitted to the Fellowship at the 2017 CoDA Service Conference (CSC) a budget of $224,300 in income and $232,243 in expenses, an increase of 9% over 2017 budgeted expenses. It included $9,200 in contingency funds (80% of which was for additional face to face needs), an additional $25,365 for committee Face to Faces (F2Fs) following our rotation guidelines, and $6,500 for streaming and translation of CSC. Three of the four scheduled committees and two additional committees met or are planning to meet for a F2F meeting in 2018 following the new guidelines. Because we finished 2017 with a substantial balance, the Finance Committee is suggesting that we consider a budget for 2019 that spends down a part of the excess above the prudent reserve. This may allow all of the committees requesting a F2F in 2019 to have them. If the cost of all the face to faces exceeds the amount available from the excess balance, we will follow the Guidelines again and approve/fund as many F2Fs as possible.

2017 was a good year as our 7th tradition donations were up 19% ($58,000) and total income was up 5% ($181,000). Expenses were the same as 2016 ($154,000) resulting in a net cash flow of almost $27,000.

YTD we are ahead of last year with income up 31% ($140,000) primarily due to an increase in royalties, and expenses up 32% ($73,000) over the same period last year. We had increased expenses in Fellowship Service Workers’ expenses and face to face travel expenses. Our current Balance Sheet is almost $42,000 above the balance sheet last year at this time.

Throughout the year we have worked with the bookkeeper to approve 14 Advance requests and 70 Expense Reimbursement Requests (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 but two ERRs from the Oct CSC before the end of 2017. We updated our online ERR submission forms for Expense Reimbursement Requests (ERR) to reflect 2018 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.

For the 2018 year the Per Diem rate remained at $51. For CSC being held in San Diego, CA, the rate is $64. The mileage rate for 2018 is $0.545 per mile. The Prudent Reserve for 2018 is $250,000.

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. The Prudent Reserve will be $250,000 for 2019.

CSC was a time of transition for the Finance committee last year. We recruited three members at CSC last year but one never made it to a meeting. Three other members have resigned from the committee over the year. We found a new member this summer. Thank you, to the members of the committee who have served during the year: Susan A, Loretta D, Lou L, Addie M, and Jack S are currently on the committee and Barbara D, Danielle D, & Thuy K have served on the committee for part of the year. We are always looking for new members to serve on this committee and will be recruiting more members at CSC. If you are interested, please contact the finance committee at finance@coda.org. Because we believe in rotation, at CSC last year Lou announced that he would be stepping down as Chair of Finance. His resignation as chair will be effective about a week after CSC this year. He is planning to stay on the committee as past-chair to mentor the new chair. We do not have someone willing to step up as Chair at this moment, but we are trusting our Higher Power to provide the right person to step up.

We will be reassigning our finance liaisons in the next week to include our newest member. The current list is enclosed but will change before CSC.

In Service for the codependent who still suffers,
Lou L. Chair (IL)

Addie M. (SoCAL) Secretary

Jack S. (NorCAL)

Loretta D. (WA)

Susan A. (SoCal)

Salle H., (NorCAL) Board Liaison and Treasurer of CoDA Board, Inc.

Mary I., (NC) Back Up Board Liaison

**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.

**Recovery Celebration Plan**

We would like to remind people of the Recovery Celebration Plan and encourage members of the CoDA Fellowship to make donations (financial and/or service) to CoDA, Inc. as they celebrate their anniversary in CoDA recovery. (Donations may be made on the CoDA website using the donate button at the bottom of the page or by sending a check to CoDA, Inc., P.O. Box 33577, Phoenix, AZ, 85067-3577)

| Class (Accounting grouping) | Finance Liaisons  | F2F Rotation |
| --- | --- | --- |
| Board:  | Lou/ | Yearly x2 |
| Communications (Comm):  | Loretta/ | 2019-4\*\* |
| Co-NNections:  | Jack/Loretta | 2021-4\* |
| Events:  | Addie/Lou | 2021-3 |
| Finance:  | Lou/ | 2020-4 |
| Hospitals & Institutions (H&I):  | Addie/Loretta | 2021-1 |
| Issues Mediation (IMC):  | Loretta/Jack | 2020-1 |
| Literature:  | Addie/Jack | 2021-2 |
| Outreach:  | /Addie | 2019-1 |
| Service Structure (SSC):  | Lou/Loretta | 2020-2 |
| Spanish Outreach (SPO):  | Loretta/Jack | 2019-2 |
| Translation Management (TMC):  | /Lou | 2020-3 |
| World Connections Committee (WCC):  | Jack/Lou | 2019-3 |
| TROs (Attending CoDA Service Conference) | Addie/ | CSC |
| \*Approved meeting later in 2018 | \*\*relinquished meeting to 2019 | Updated 9/4/18 |

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

1. Continue the financial oversight, analysis, and advice to the Fellowship of CoDA as per FSM. -met at least 13 time by teleconference and a 2 day face to face, processed 14 Advances and 70 ERRs. In August we raised an issue we had over proposed use of CoDA funds with another committee. The committee has taken the request for expenditure of funds to the CoDA Board and this issue is still in process.

2. Review current financial policies & procedures and recommend changes as is appropriate. – Proposed two motions to revise the Expense Reimbursement Policy and Expense Reimbursement Approval Procedure, proposed to IMC new documentation for the FSM about TROs which resulted in two co-sponsored motions, and responded to a request by the Board to modify paperwork needed for reimbursement of expenses.

3. Work with the bookkeeper and treasurer to develop usable reports for the fellowship. – still in process.

4. Have a Face to Face to improve internal documentation. - had a F2F in March with 13 action items and initiated most of them. Worked on plans to share and rotation of duties within the committee. Reviewed all forms and flowcharts involving expense reimbursements for CoDA’s trusted servants.

5. Recruit additional finance committee members. – recruited three new members and one previous member. Two new recruits and two other members resigned from the committee. So, we had a net gain of zero.

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(October, 2018 – September, 2019)**

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. Goal is 7 or 8 members serving the Fellowship on the Finance Committee.