



FINANCE COMMITTEE POLICIES AND PROCEDURES MANUAL

Mission Section 1

The CoDA Finance Committee works with the CoDA Treasurer and Board to provide financial oversight, analysis, and advice to the Fellowship of CoDA with respect to:

- Prudent budgeting and investing
- Financial stability
- Monetary resources of the CoDA Fellowship



Purpose of Policies and Procedures

Section 2

- To standardize and provide the Finance Committee with internal operating procedures and practices.
- To guide the finance committee members through the duties and responsibilities they will have as a member of the Finance Committee.
- To record the Finance Committee's part of CoDA's history by providing and documenting the Finance Committee's policies and procedures.
- This manual sets guidelines for Finance Committee members.



Committee Membership

Section 3

3.1 Membership Qualifications

1. Follows the Twelve Steps, Twelve Traditions, and Twelve Service Concepts
2. Knowledgeable in the group conscience decision making process
3. Willingness to learn Financial principles, guidelines and policies

3.2 Membership Responsibilities

1. Understand CoDA's expense reimbursement policies and procedures
2. Assigned as Finance Liaison to various Committees
 - a. Review and approve assigned committee members expense reports (ERRs)
 - b. Assist assigned committee, answering financial questions as needed
 - c. Ensure that expenses fall within the assigned committee budget
3. Attend monthly Finance Committee Teleconferences
4. Attend scheduled Face to Face (F2F), which may involve travel
5. Participate in the development of the Annual Budget presented at CSC
 - a. Determine if CoDA's income supports Budget request
 - b. Determine if Prudent reserve is allowed for in budget
 - i. Prudent reserve equals 2 years of actual expenses
6. Makes motion to approve the overall budget to voting members at CSC
7. Apprise the CoDA Board and Fellowship of changing financial issues, as needed
8. Review CoDA's investments for adherence to Conference approved policy
9. Be familiar with the Expense Reimbursement Policies and Procedures
 - a. Propose amendments when needed.

3.3 Chair Responsibilities

1. Understand CoDA's expense reimbursement policies and procedures
2. Ensure that Finance Committee expenses fall within their committee budget
3. Responsible for submitting an agenda for Face to Face (F2F)
4. Responsible for the Meeting Information Sheet (MIS) for each F2F
5. Be familiar with the guidelines for a F2F meetings
 - a. Plan a meeting in a city where one or more of the members live, to save at least one airfare
 - b. Hold the meeting in a city where members can get direct flights and watch for good airfares.
 - c. Set the financial parameters for F2F meetings, such as:
 - i. People should always share rooms when possible
 - ii. Spend approximately \$99 - \$109 (plus tax) per room whenever possible; \$139 - \$149 (plus tax) is acceptable if lower range is unavailable
 - iii. Hotel when possible should include breakfast, free Internet service, and free shuttle to and from the airport.
 - iv. Try to obtain free or very low cost meeting room.
6. Provide expense reports to committee Members review at F2F
7. Set up conference calls for regular meetings. A F2F meeting should only be scheduled when there is work that cannot be done effectively via teleconference or email.
 - a. Set up the use of a free conference call service for teleconference
 - b. Prepare agenda and facilitate conference calls
8. Submit QSRs the submission process outlined in the FSM, Section 9, pg. 42, QSR guidelines, Section 5 under Support Documentation 5.5
9. Attend Chairs Forum
10. Responsible for the annual report and next year's goals to be submitted at the July CSC.



Expense Reimbursement Request Policies and Procedures

Section 4

CoDA reimburses expenses for approved expenses, including F2F meetings, and according to each Committees budget. The Finance Committee is responsible to review ALL expenses requests. All reimbursement requests are submitted on an *Expense Reimbursement Request Form* (ERR), which is available in the Finance Section of the Committee Work Area (CWA) on the website and committee chair.

Here is a flow chart on how approvals happen:

Approval Chart

ERR From	Approved by	Approved by
Member	Committee Chair	Finance Liaison
Committee Chair	Board Liaison	Finance liaison
Finance Liaisons	Committee Chair	Board Finance Liaison
Finance Chair	Board Chair	Board Finance Liaison
Board Member	Board Chair	Finance Liaison
Board Chair	Board Vice-Chair	Finance Chair

The Finance Liaison is responsible to follow the ERR through the process:

1. Tracking Number is assigned by Management Company and sent to Finance Liaison and bookkeeper.
2. Finance Liaison works with bookkeeper if additional information or documentation is required.

3. If there are corrections needed on an ERR
4. Discrepancies will be handled between an approver and member.
5. One of the approvers (chair or finance liaison) contacts the member for resolution.
6. The goal is to send reimbursement checks within 30 days of submission to the bookkeeper.