

CoDA Budget, calendar year 2017

Expense Category	Totals			Comments
	Initial Budget Requests			
Postage	\$ 2,520			
Supplies	\$ 2,275			
Telephone	\$ 2,390			
Outside Services	\$ 86,070			*little food at CSC
Copying	\$ 2,505			-6000
Misc.	\$ 14,789			
misc. detail				
Outside services & other expenses	\$ 110,549		52%	
Committee F2F...	\$ 39,810		19%	
Committee size				
Airfare	\$ 21,517			
Lodging	\$ 6,659			
Meals	\$ 6,462			
Mileage	\$ 2,333			
Misc.	\$ 1,879			
Parking	\$ 960			
Conference (CSC)...	\$ 54,377		26%	
Airfare	\$ 18,126			
Lodging	\$ 14,599			
Meals	\$ 13,522			
Per Diem adjustment	\$ 3,447			
Mileage	\$ 1,322			
Misc.	\$ 1,771			
Parking	\$ 1,590			
Changes due to motions passed:	\$ 8,000		4%	
Total 2017	\$ 212,736		100%	
2017 Wish list	\$ 73,056		34%	
2017 WL Approved	\$ -		0%	
2017 final	\$ 212,736			
Total 2016 Budget	\$ 194,236			
% change	110%			
Increase over 2016:	\$ 18,500	Budget	Actual as % of budget	
Actual expense 2015	\$ 217,189	\$ 243,758	89%	
Actual expense 2014	\$ 224,416	\$ 212,793	105%	
Actual expense 2013	\$ 143,746	\$ 168,487	85%	
Actual expense 2012	\$ 123,791	\$ 150,965	82%	
Total Budget Expenses	\$ 212,735.55			
Total Budget Income	\$ 204,820.00			
Net Cash Flow	\$ (7,915.55)			
9/30/16 Cash on hand	349,475.00			
Projected change in cash on hand to Dec 31	-15,000.00			
	Revised			
Prudent Reserve	\$250,000.00			
Projected Available cash				
Beginning of Budget Year	\$ 84,475.00			
End of Budget Year	\$ 76,559.45			

Passed 10/20/16 at CSC, motion # 4819

2013 Actual	2014 Actual	2015 Actual	9 mo 2016 Actual	Projected Income to support budget:	2016	2017
\$ 32,866	\$ 40,004	\$ 41,171	\$ 33,206	7th Tradition Donations	\$ 52,000	\$ 62,520
\$ 114,087	\$ 93,081	\$ 106,751	\$ 69,034	Royalties	\$122,000	\$122,000
\$ 139	\$ 485	\$ 271	\$ 129	Investments	\$ 600	\$ 300
\$ 17,943	\$ 18,196	\$ 25,927	\$ 19,456	Events	\$ 20,000	\$ 20,000
\$ 1,350	\$ 108	\$ 980		Other		
\$ 166,385	\$ 151,875	\$ 175,100	\$ 121,825	Total Income	\$194,600	\$204,820

*1

1. Increase income to \$5,210 per month. The Board and the Finance Committee are making it a priority to encourage growth in income.

**CoDA Budget Summary by Class (committee/area)
Calendar year 2017**

Initial Budget Requests 104% of 2016 Budget

Expense Category	Outside services & other expenses	Committee F2F...	Conference (CSC)...	Foot notes	Changes due to motions passed:	Total 2016	% of Total	Wish List
Board of Trustees	\$ 30	\$ 6,650	\$ 17,045		\$ -	\$ 23,725	11%	\$ 13,046
General Fellowship Services	\$ 74,060	\$ 600	\$ 1,985		\$ 8,000	\$ 84,645	40%	\$ 4,573
CoDA Service Conference	\$ -	\$ -	\$ -	I-1	\$ -	\$ -	0%	\$ 6,000
Convention Events	\$ 25,000	\$ -	\$ 12,435	I-1	\$ -	\$ 37,435	18%	
Committee*	\$ -	\$ 2,106	\$ -	I-1	\$ -	\$ 2,106	1%	\$ 6,347
Co-Nnections Committee	\$ 140	\$ 4,520	\$ 1,552		\$ -	\$ 6,212	3%	\$ 3,144
Hospitals & Institutions Committee	\$ 3,665	\$ 2,054	\$ 1,522		\$ -	\$ 7,241	3%	\$ 2,814
H&I Books	\$ 3,240	\$ -	\$ -		\$ -	\$ 3,240	2%	\$ 720
Finance Committee	\$ 204	\$ 3,388	\$ 1,550		\$ -	\$ 5,142	2%	\$ 5,331
Issues Mediation Committee	\$ 35	\$ 2,950	\$ 2,328		\$ -	\$ 5,313	2%	
Literature Committee	\$ -	\$ 4,536	\$ 1,677		\$ -	\$ 6,213	3%	\$ 4,486
Outreach Committee	\$ 2,200	\$ -	\$ 2,811		\$ -	\$ 5,011	2%	\$ 5,644
Spanish Outreach	\$ 1,435	\$ 4,643	\$ 2,861		\$ -	\$ 8,938	4%	\$ 4,368
Service Structure Committee	\$ -	\$ 3,005	\$ 1,630		\$ -	\$ 4,635	2%	\$ 957
Translation Management Committee	\$ -	\$ 2,579	\$ 1,439		\$ -	\$ 4,018	2%	\$ 1,928
Communication Committee	\$ 390	\$ 2,779	\$ 1,802		\$ -	\$ 4,971	2%	\$ 10,110
World Connections Committee	\$ 150	\$ -	\$ 3,740		\$ -	\$ 3,890	2%	\$ 3,588
Totals	\$ 110,549	\$ 39,810	\$ 54,376		\$ 8,000	\$ 212,735	100%	\$ 73,056
% of Total	52%	19%	26%		4%	100%		34%

Notes:

*Some of Events committee Expenses are included in the CoDA Service Conference and Convention lines

I-1 Finance revised the initial budget after phone consultation with the committee chair (accepted by committee), moved most food at CSC and most of F2F to Wish List. Other costs for CSC were not broken out from Convention costs.

CoDA Budget, calendar year 2017

Expense Category	Board of Trustees	General Fellowship Services	Conference (CSC) (Events Committee)	Convention (ICC) (Events Committee)	Events Committee	Co-Nectons Committee	Hospitals & Institutions Committee	H&I Books	Finance Committee	Issues Mediation Committee	Literature Committee	Outreach Committee	Spanish Outreach	Service Structure Committee	Translation Management Committee	Communication Committee	World Connections Committee	Totals	Comments																																																																																																																																																																																																																																										
Postage	\$ 10	\$ 580		\$ 500		\$ -	\$ 700	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ 2,520	1 most food removed from CSC 2 many Face to Face meetings are limited 3 income is projected to increase-a priority of CoDA 4 5																																																																																																																																																																																																																																										
Supplies	\$ 10	\$ 200		\$ 300		\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,435	\$ -	\$ -	\$ 30	\$ -	\$ 2,275																																																																																																																																																																																																																																											
Telephone	\$ 10	\$ 1,330		\$ 1,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 2,390																																																																																																																																																																																																																																											
Outside Services	\$ -	\$ 66,490		\$ 12,000		\$ -	\$ 2,540	\$ 2,540	\$ -	\$ -	\$ -	\$ 2,200	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ 86,070																																																																																																																																																																																																																																											
Copying	\$ -	\$ 150		\$ 2,200		\$ -	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -	\$ 2,505																																																																																																																																																																																																																																											
Misc.	\$ -	\$ 5,310		\$ 9,000		\$ 140	\$ -	\$ -	\$ 204	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 14,789																																																																																																																																																																																																																																											
misc. detail	currency convertior	paypal fees+Del-TRO		Raffel & Host TRO		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	motions for Conference																																																																																																																																																																																																																																										
	\$ 30	\$ 74,060	\$ -	\$ 25,000	\$ -	\$ 140	\$ 3,665	\$ 3,240	\$ 204	\$ 35	\$ -	\$ 2,200	\$ 1,435	\$ -	\$ -	\$ 390	\$ 150	\$ 110,549																																																																																																																																																																																																																																											
Committee F2F...				3 speakers																																																																																																																																																																																																																																																									
Committee size	0	0			9	7	5		5 attend	6	11	0	6	5	5	4	6																																																																																																																																																																																																																																												
Airfare	\$ 3,500	\$ -			\$ 1,200	\$ 3,000	\$ 800	\$ -	\$ 1,600	\$ 1,500	\$ 2,000	\$ -	\$ 2,438	\$ 1,500	\$ 2,579	\$ 1,400	\$ -	\$ 21,517	Face-to-face meetings (F2F): Should be held where at least 1 person does not require air travel. Maximum of 2 nights and 3 days. Average per person is \$750 max.																																																																																																																																																																																																																																										
Lodging	\$ 1,400	\$ -			\$ 300	\$ 900	\$ 600	\$ -	\$ 730	\$ 490	\$ 874	\$ -	\$ 495	\$ 435	\$ -	\$ 435	\$ -	\$ 6,659																																																																																																																																																																																																																																											
Meals	\$ 700	\$ -			\$ 306	\$ 620	\$ 459	\$ -	\$ 523	\$ 600	\$ 842	\$ -	\$ 1,033	\$ 690	\$ -	\$ 690	\$ -	\$ 6,462																																																																																																																																																																																																																																											
Mileage	\$ 300	\$ 600			\$ 100	\$ -	\$ 195	\$ -	\$ 160	\$ 250	\$ 216	\$ -	\$ 162	\$ 150	\$ -	\$ 200	\$ -	\$ 2,333																																																																																																																																																																																																																																											
Misc.	\$ 500	\$ -			\$ 150	\$ -	\$ -	\$ -	\$ 300	\$ 50	\$ 375	\$ -	\$ 300	\$ 150	\$ -	\$ 54	\$ -	\$ 1,879																																																																																																																																																																																																																																											
Parking	\$ 250	\$ -			\$ 50	\$ -	\$ -	\$ -	\$ 75	\$ 60	\$ 230	\$ -	\$ 215	\$ 80	\$ -	\$ -	\$ -	\$ 960																																																																																																																																																																																																																																											
	\$ 6,650	\$ 600	\$ -	\$ -	\$ 2,106	\$ 4,520	\$ 2,054	\$ -	\$ 3,388	\$ 2,950	\$ 4,536	\$ -	\$ 4,643	\$ 3,005	\$ 2,579	\$ 2,779	\$ -	\$ 39,810																																																																																																																																																																																																																																											
Conference (CSC)...							1						Chair				1 person																																																																																																																																																																																																																																												
Airfare	\$ 3,800	\$ -		\$ 3,200	\$ 600	\$ 600	\$ -	\$ 600	\$ 1,126	\$ 600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 600	\$ 500	\$ 800	\$ 2,500	\$ 18,126	For CoDA Service Conference (CSC): Budget 1 person per committee; submit written justification for more. Maximum of 4 nights and 5 days. Average per person is \$1,530 without justification.																																																																																																																																																																																																																																										
Lodging	\$ 5,679	\$ -		\$ 4,000	\$ 450	\$ 364	\$ -	\$ 364	\$ 500	\$ 582	\$ 510	\$ 510	\$ 364	\$ 387	\$ 400	\$ 490	\$ 14,599																																																																																																																																																																																																																																												
Meals	\$ 4,793	\$ 1,363		\$ 3,213	\$ 400	\$ 281	\$ -	\$ 280	\$ 400	\$ 255	\$ 395	\$ 395	\$ 391	\$ 357	\$ 400	\$ 598	\$ 13,522																																																																																																																																																																																																																																												
Per Diem adjustment	1,222	347	-	819	-	102	72	-	71	102	65	101	101	91	102	152	\$ 3,447																																																																																																																																																																																																																																												
Mileage	\$ 316	\$ 125		\$ 243	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ 50	\$ 50	\$ 50	\$ 50	\$ 38	\$ 50	\$ -	\$ 1,322																																																																																																																																																																																																																																												
Misc.	\$ 525	\$ 50		\$ 600	\$ -	\$ 105	\$ -	\$ 75	\$ 50	\$ 75	\$ 75	\$ 75	\$ 75	\$ 66	\$ -	\$ -	\$ 1,771																																																																																																																																																																																																																																												
Parking	\$ 710	\$ 100		\$ 360	\$ -	\$ -	\$ -	\$ -	\$ 60	\$ 50	\$ 50	\$ 80	\$ 80	\$ 50	\$ -	\$ 50	\$ -	\$ 1,590																																																																																																																																																																																																																																											
	\$ 17,045	\$ 1,985	\$ -	\$ 12,435	\$ -	\$ 1,552	\$ 1,522	\$ -	\$ 1,550	\$ 2,328	\$ 1,677	\$ 2,811	\$ 2,861	\$ 1,630	\$ 1,439	\$ 1,802	\$ 3,740	\$ 54,376																																																																																																																																																																																																																																											
Changes due to motions passed:		\$ 8,000																\$ 8,000																																																																																																																																																																																																																																											
Total 2017	\$ 23,725	\$ 84,645	\$ -	\$ 37,435	\$ 2,106	\$ 6,212	\$ 7,241	\$ 3,240	\$ 5,142	\$ 5,313	\$ 6,213	\$ 5,011	\$ 8,938	\$ 4,635	\$ 4,018	\$ 4,971	\$ 3,890	\$ 212,735																																																																																																																																																																																																																																											
2017 Wish list	\$ 13,046	\$ 4,573	\$ 6,000	\$ -	\$ 6,347	\$ 3,144	\$ 2,814	\$ 720	\$ 5,331	\$ -	\$ 4,486	\$ 5,644	\$ 4,368	\$ 957	\$ 1,928	\$ 10,110	\$ 3,588	\$ 73,056																																																																																																																																																																																																																																											
2017 WL Approved	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																																																																																																																																																																																																											
2017 final	\$ 23,725	\$ 84,645	\$ -	\$ 37,435	\$ 2,106	\$ 6,212	\$ 7,241	\$ 3,240	\$ 5,142	\$ 5,313	\$ 6,213	\$ 5,011	\$ 8,938	\$ 4,635	\$ 4,018	\$ 4,971	\$ 3,890	\$ 212,735																																																																																																																																																																																																																																											
Total 2016 Budget	\$ 22,503	\$ 76,298	\$ 15,118	\$ 21,990 Events, CSC, Convention Combined	\$ 1,610	\$ 5,515	\$ 7,169		\$ 5,071	\$ 5,211	\$ 5,710	\$ 6,010	\$ 4,195	\$ 4,535	\$ 3,927	\$ 4,829	\$ 4,545	\$ 194,236																																																																																																																																																																																																																																											
% change	105%	111%	102%			113%	101%		101%	102%	109%	83%	213%	102%	102%	103%	86%	110%																																																																																																																																																																																																																																											
Increase over 2016:	\$ 1,222	\$ 8,347	\$ (15,118)	\$ 15,445	\$ 496	\$ 697	\$ 72	\$ 3,240	\$ 71	\$ 102	\$ 503	\$ (999)	\$ 4,743	\$ 100	\$ 91	\$ 142	\$ (655)	\$ 18,499																																																																																																																																																																																																																																											
Actual expense 2015	\$ 26,950	\$ 95,034	\$ 26,217	\$ 26,506	\$ 46	\$ -	\$ 6,380	\$ 1,540	\$ 5,054	\$ 5,636	\$ 3,020	\$ 5,361	\$ 4,501	\$ 1,270	\$ 4,429	\$ 1,992	\$ 3,254	\$ 217,189																																																																																																																																																																																																																																											
Actual expense 2014	\$ 24,491	\$ 128,145	\$ 22,909	\$ 15,500		\$ 917	\$ 7,202		\$ 4,614	\$ 3,408	\$ 2,102	\$ 3,543	\$ 2,909	\$ 689	\$ 2,864	\$ -	\$ 5,122	\$ 224,415.81																																																																																																																																																																																																																																											
Actual expense 2013	\$ 27,212	\$ 67,439	\$ 11,034	\$ 20,472		\$ -	\$ 1,078		\$ 1,102	\$ 3,506	\$ 1,185	\$ 4,406		\$ 1,506	\$ 2,654	\$ 2,152		\$ 143,745.60																																																																																																																																																																																																																																											
Actual expense 2012	\$ 19,349	\$ 57,376	\$ 15,837	\$ 17,377		\$ 1,635	\$ 2,168		\$ 988	\$ 3,503	\$ 417	\$ 821	\$ -	\$ 967	\$ 2,228	\$ 1,125		\$ 123,791.00																																																																																																																																																																																																																																											
<table border="1"> <tr> <td>Fellowship, Outside Services</td> <td colspan="17"></td> </tr> <tr> <td>FSW</td> <td>\$ 14,000.00</td> <td colspan="17"></td> </tr> <tr> <td></td> <td>\$ 14,000.00</td> <td colspan="17"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2013 Actual</td> <td>2014 Actual</td> <td></td> <td></td> <td>2015 Actual</td> <td>Projected income to support budget:</td> <td>2016</td> <td>2017</td> <td colspan="5"></td> <td></td> </tr> <tr> <td>General Expense, Outside Services</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ 32,866</td> <td>\$ 40,004</td> <td></td> <td></td> <td>\$ 41,171</td> <td>Donations</td> <td>\$ 52,000</td> <td>\$ 62,520</td> <td colspan="5"></td> <td></td> </tr> <tr> <td>Tax & audit</td> <td>\$ 350.00</td> <td></td> <td></td> <td></td> <td></td> <td>\$ 114,087</td> <td>\$ 93,081</td> <td></td> <td></td> <td>\$ 106,751</td> <td>Royalties</td> <td>\$ 122,000</td> <td>\$ 122,000</td> <td colspan="5"></td> <td></td> </tr> <tr> <td>Association Management Company</td> <td>\$ 35,640.00</td> <td></td> <td></td> <td></td> <td></td> <td>\$ 139</td> <td>\$ 485</td> <td></td> <td></td> <td>\$ 271</td> <td>Investments</td> <td>\$ 600</td> <td>\$ 300</td> <td colspan="5"></td> <td>9/30/2015 Cash on hand 347,398</td> </tr> <tr> <td>Bond</td> <td>\$ 1,500.00</td> <td></td> <td></td> <td></td> <td></td> <td>\$ 17,943</td> <td>\$ 18,196</td> <td></td> <td></td> <td>\$ 25,927</td> <td>Events</td> <td>\$ 20,000</td> <td>\$ 20,000</td> <td colspan="5"></td> <td>Projected change in cash on hand to Dec 31 -15,000.00</td> </tr> <tr> <td>Bookkeeper</td> <td>\$ -</td> <td></td> <td></td> <td></td> <td></td> <td>\$ 1,350</td> <td>\$ 108</td> <td></td> <td></td> <td>\$ 980</td> <td>Other</td> <td>\$ 194,600</td> <td>\$ 204,820</td> <td colspan="5"></td> <td>Prudent reserve as currently defined</td> </tr> <tr> <td>Legal</td> <td>\$ 6,000.00</td> <td></td> <td></td> <td></td> <td></td> <td>\$ 166,385</td> <td>\$ 151,875</td> <td></td> <td></td> <td>\$ 175,100</td> <td>Total Income</td> <td>\$ 194,600</td> <td>\$ 204,820</td> <td colspan="5"></td> <td>1-1-13 - 12-31-14 Prudent Reserve \$250,000.00</td> </tr> <tr> <td>Web Development</td> <td>\$ 2,000.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="5"></td> <td>Available cash \$ 82,397.55</td> </tr> <tr> <td>Total</td> <td>\$ 45,490.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="5"></td> <td>End of budget year Available cash \$ 74,482.34</td> </tr> </table>																		Fellowship, Outside Services																		FSW	\$ 14,000.00																			\$ 14,000.00																								2013 Actual	2014 Actual			2015 Actual	Projected income to support budget:	2016	2017							General Expense, Outside Services						\$ 32,866	\$ 40,004			\$ 41,171	Donations	\$ 52,000	\$ 62,520							Tax & audit	\$ 350.00					\$ 114,087	\$ 93,081			\$ 106,751	Royalties	\$ 122,000	\$ 122,000							Association Management Company	\$ 35,640.00					\$ 139	\$ 485			\$ 271	Investments	\$ 600	\$ 300						9/30/2015 Cash on hand 347,398	Bond	\$ 1,500.00					\$ 17,943	\$ 18,196			\$ 25,927	Events	\$ 20,000	\$ 20,000						Projected change in cash on hand to Dec 31 -15,000.00	Bookkeeper	\$ -					\$ 1,350	\$ 108			\$ 980	Other	\$ 194,600	\$ 204,820						Prudent reserve as currently defined	Legal	\$ 6,000.00					\$ 166,385	\$ 151,875			\$ 175,100	Total Income	\$ 194,600	\$ 204,820						1-1-13 - 12-31-14 Prudent Reserve \$250,000.00	Web Development	\$ 2,000.00																		Available cash \$ 82,397.55	Total	\$ 45,490.00																		End of budget year Available cash \$ 74,482.34
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Association Management Company	\$ 35,640.00					\$ 139	\$ 485			\$ 271	Investments	\$ 600	\$ 300						9/30/2015 Cash on hand 347,398																																																																																																																																																																																																																																										
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