

Expense Category	Totals 2019	% of Total Budget	Note	Totals 2018	% of Total Budget
Outside Services & other expenses	\$ 164,255	62.5%		\$ 140,217	60.4%
Committee Face to Face (F2F)	\$ 46,358	17.6%		\$ 47,279	20.4%
CoDA Service Conference (CSC)	\$ 46,255	17.6%		\$ 44,747	19.3%
Changes due to motions passed:	\$ 6,000	2.3%		\$ -	0.0%
<b>TOTAL 2019</b>	<b>\$ 262,868</b>				
Total 2018 Budget	\$ 232,243			\$ 232,243	

% Change 113%

Comments

Increase over 2018	\$ 30,625		
Actual Expense 2017	\$ 154,023		
Actual Expense 2016	\$ 154,173		
Actual Expense 2015	\$ 217,189	←→	Intentional expenses above income to reduce prudent reserve
Actual Expense 2014	\$ 224,416	←→	Increased expenses for website, more committee face to faces, and the hiring of an association management company.
Actual Expense 2013	\$ 143,746		
Actual Expense 2012	\$ 123,791		

Budget	2019	Notes
<b>Projected expenses</b>	<b>\$ 262,868</b>	
<b>Projected income</b>	<b>\$ 243,300</b>	
<b>Balance</b>	<b>\$ (19,568)</b>	
<b>Projected Income to support budget:</b>		
7th Tradition Donations	\$ 60,000	
Royalties	\$ 168,000	
Investments	\$ 300	
Events	\$ 15,000	
Other	\$ -	
Total Income	\$ 243,300	
Cash on hand 8/31/17	\$ 411,635	
Projected change in cash on hand to Dec 31	\$ (26,976)	
Prudent reserve	\$ 250,000	
Projected Available cash 1/1/19	\$ 134,659	
End of budget year Available cash 12/31/19	\$ 115,091	

**Approved at CSC 10/11/2018**  
**Motion number 18047**

## 2019 Budget Summary by Category/Committee

Expense Category	Outside Services & other expenses	Committee F2F	F2F Rotation Year - position *	Conference (CSC)	Changes due to motions passed:	TOTAL 2019	% of Total	Total 2018 Budget
<b>Totals</b>	<b>\$ 164,255</b>	<b>\$ 46,358</b>		<b>\$ 46,255</b>	<b>\$ 6,000</b>	<b>\$ 262,868</b>		<b>\$ 232,243</b>
<b>Board of Trustees</b>	\$ 40	\$ 15,033	N/A	\$ 12,011	\$ -	\$ 27,084	10.3%	\$ 34,606
<b>Contingency &amp; Pooled Funds</b>	\$ 10,000	\$ 31,325	N/A	\$ -	\$ 6,000	\$ 47,325	18.0%	\$ 34,565
<b>General Fellowship Services</b>	\$ 108,363	\$ -	N/A	\$ -	\$ -	\$ 108,363	41.2%	\$ 91,914
<b>Co-NNections Committee</b>	\$ 180	\$ -	2021-4th	\$ 1,704	\$ -	\$ 1,884	0.7%	\$ 1,374
<b>Communication Committee</b>	\$ 50	<-- Pooled	2019-4th	\$ 1,473	\$ -	\$ 1,523	0.6%	\$ 1,555
<b>Conference (CSC) (Events)</b>	\$ 26,911	\$ -	N/A	\$ 7,300	\$ -	\$ 34,211	13.0%	\$ 23,376
<b>Convention (ICC) (Events)</b>	\$ 11,789	\$ -	N/A	\$ 7,300	\$ -	\$ 19,089	7.3%	\$ 18,476
<b>Events Committee</b>	\$ 200	\$ -	2021-3rd	\$ -	\$ -	\$ 200	0.1%	\$ -
<b>Finance Committee</b>	\$ 688	\$ -	2020-4th	\$ 1,587	\$ -	\$ 2,275	0.9%	\$ 2,244
<b>Hospitals &amp; Institutions</b>	\$ 2,570	\$ -	2021-1st	\$ 1,533	\$ -	\$ 4,103	1.6%	\$ 5,085
<b>H&amp;I Books</b>	\$ 2,100	\$ -	N/A	\$ -	\$ -	\$ 2,100	0.8%	\$ 3,100
<b>Issues Mediation Committee</b>	\$ 200	\$ -	2020-1st	\$ 3,101	\$ -	\$ 3,301	1.3%	\$ 2,948
<b>Literature Committee</b>	\$ -	\$ -	2021-2nd	\$ 1,252	\$ -	\$ 1,252	0.5%	\$ 1,374
<b>Outreach Committee</b>	\$ 1,048	<-- Pooled	2019-1st	\$ 1,605	\$ -	\$ 2,653	1.0%	\$ 3,922
<b>Spanish Outreach</b>	\$ 117	<-- Pooled	2019-2nd	\$ 2,539	\$ -	\$ 2,656	1.0%	\$ 3,251
<b>Service Structure Committee</b>	\$ -	\$ -	2020-2nd	\$ 1,551	\$ -	\$ 1,551	0.6%	\$ 1,574
<b>Translation Management Committee</b>	\$ -	\$ -	2020-3rd	\$ 1,685	\$ -	\$ 1,685	0.6%	\$ 1,505
<b>World Connections Committee</b>	\$ -	<-- Pooled	2019-3rd	\$ 1,614	\$ -	\$ 1,614	0.6%	\$ 1,374

\* Face to Face Rotation guidelines are available on the Finance web page. Guidelines for a rotation of face to face CoDA Committee meetings at: <http://coda.org/index.cfm/service-info/finance-unlocked/>

New 2018, Creating the rotation for Committee F2Fs

6 committees not in 2019 rotation requested \$36,591 to meet in 2019 which is not in the budget as presented.

All F2F funds were pooled and will be allotted to Committees according to the rotation guidelines posted on the CoDA website.

## 2019 CoDA Budget Summary by Account

Expense Category	Totals
Postage	\$ 2,120
Supplies	\$ 1,070
Telephone	\$ 1,883
Outside Services	\$ 118,428
Copying	\$ 125
Other	\$ 40,629
<b>Other Detail</b>	
	\$ 164,255
<b>Committee F2F</b>	
Committee Size	68
Airfare	\$ 21,300
Lodging	\$ 9,563
Meals (Use \$51/day)	\$ 6,305
Mileage	\$ 970
Misc. Travel	\$ 1,875
Parking	\$ 1,345
	\$ 46,358
<b>Conference (CSC)</b>	
Airfare	\$ 16,791
Lodging	\$ 13,538
Meals (Use \$64/day)	\$ 12,058
Mileage	\$ 1,082
Misc. Travel	\$ 1,425
Parking	\$ 1,361
	\$ 46,255
Changes due to motions passed:	\$ 6,000
<b>TOTAL 2019</b>	<b>\$ 262,868</b>
Total 2018 Budget	\$ 232,243
% Change	113%
Increase over 2018	\$ 30,625
Actual Expense 2017	\$ 154,023
Actual Expense 2016	\$ 154,173
Actual Expense 2015	\$ 217,189
Actual Expense 2014	\$ 224,416
Actual Expense 2013	\$ 143,746
Actual Expense 2012	\$ 123,791
<b>Budget</b>	<b>2019</b>
<b>Projected expenses</b>	\$ 262,868
<b>Projected income</b>	\$ 243,300
<b>Balance</b>	\$ (19,568)
<b>Projected Income to support budget:</b>	
7th Tradition Donations	\$ 60,000
Royalties	\$ 168,000
Investments	\$ 300
Events	\$ 15,000
Other	\$ -
Total Income	\$ 243,300
Cash on hand 8/31/18	411,635
Projected change in cash on hand to Dec 31	-26,976
Prudent reserve	250,000
Available cash	134,659
End of budget year Available cash	115,091

Expense Category	Totals	Board of Trustees	Contingency & Pooled Funds	General Fellowship Services	Co-NNectons Committee	Communication Committee	Conference (CSC) (Events)	Convention (ICC) (Events)	Events Committee	Finance Committee	Hospitals & Institutions	H&I Books	Issues Mediation Committee	Literature Committee	Outreach Committee	Spanish Outreach	Service Structure Committee	Translation Management Committee	World Connections Committee											
Postage	\$ 2,120.00	\$ 20.00		\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 600.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Supplies	\$ 1,070.00	\$ 20.00		\$ -	\$ -	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ -	\$ 250.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Telephone	\$ 1,883.12	\$ -		\$ 1,145.00	\$ 180.00	\$ 25.00			\$ 200.00	\$ 48.00	\$ 120.00	\$ -	\$ -	\$ -	\$ 48.00	\$ 117.12	\$ -	\$ -	\$ -											
Outside Services	\$ 118,428.00	\$ -		\$ 101,908.00	\$ -	\$ -	\$ 8,260.00	\$ 8,260.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Copying	\$ 125.00	\$ -		\$ -	\$ -	\$ 25.00			\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Other	\$ 40,629.00	\$ -	\$ 10,000.00	\$ 5,310.00	\$ -	\$ -	\$ 17,800.50	\$ 2,678.50	\$ -	\$ 640.00	\$ 1,600.00	\$ 1,600.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,400 denied											
Other Detail			Contingency	Del-TRO / INT-TRO			Facilitator, Streaming, Interpretation	Speaker & Host TROs		Smartsheet & Zapier					ORG website upgrades		Adobe Acrobat		Computer monitors											
	\$ 164,255.12	\$ 40.00	\$ 10,000.00	\$ 108,363.00	\$ 180.00	\$ 50.00	\$ 26,910.50	\$ 11,788.50	\$ 200.00	\$ 688.00	\$ 2,570.00	\$ 2,100.00	\$ 200.00	\$ -	\$ 1,048.00	\$ 117.12	\$ -	\$ -	\$ -											
Committee F2F	\$ 5,000.00		\$ 5,000																											
Committee Size		6			9	6			9	5	5		5	10	6	3	5	5												
Rotation year/position					2021-4th	2019-4th			2021-3rd	2020-4th	2021-1st		2020-1st	2021-2nd	2019-1st	2019-2nd	2020-2nd	2020-3rd	2019-3rd											
Airfare	\$ 21,300.00	\$ 6,600.00	\$ 14,700.00		\$ -	<-- Pooled					\$ -			<-- Pooled	<-- Pooled				<-- Pooled											
Lodging	\$ 9,562.60	\$ 4,368.00	\$ 5,194.60		\$ -	<-- Pooled					\$ -			<-- Pooled	<-- Pooled				<-- Pooled											
Meals (Use \$51/day)	\$ 6,305.25	\$ 2,340.00	\$ 3,965.25		\$ -	<-- Pooled					\$ -			<-- Pooled	<-- Pooled				<-- Pooled											
Mileage	\$ 970.00	\$ 375.00	\$ 595.00		\$ -	<-- Pooled					\$ -			<-- Pooled	<-- Pooled				<-- Pooled											
Misc. Travel	\$ 1,875.00	\$ 750.00	\$ 1,125.00		\$ -	<-- Pooled					\$ -			<-- Pooled	<-- Pooled				<-- Pooled											
Parking	\$ 1,345.00	\$ 600.00	\$ 745.00		\$ -	<-- Pooled					\$ -			<-- Pooled	<-- Pooled				<-- Pooled											
	\$ 46,357.85	\$ 15,033.00	\$ 31,325	\$ -	\$ -	<-- Pooled	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<-- Pooled	<-- Pooled	\$ -	\$ -	\$ -	<-- Pooled											
Conference (CSC)													Chair and VEL																	
Airfare	\$ 16,791.00	\$ 4,050.00			\$ 680.00	\$ 600.00	\$ 2,000.00	\$ 2,000.00		\$ 600.00	\$ 600.00		\$ 1,200.00	\$ 800.00	\$ 600.00	\$ 1,861.00	\$ 600.00	\$ 600.00	\$ 600.00											
Lodging	\$ 13,538.20	\$ 3,937.50			\$ 582.40	\$ 273.00	\$ 2,500.00	\$ 2,500.00		\$ 364.00	\$ 364.00		\$ 728.00	\$ 260.00	\$ 500.00	\$ 292.50	\$ 364.00	\$ 436.80	\$ 436.00											
Meals (Use \$64/day)	\$ 12,057.50	\$ 2,880.00			\$ 304.00	\$ 400.00	\$ 2,400.00	\$ 2,400.00		\$ 379.00	\$ 379.50		\$ 794.00	\$ 192.00	\$ 325.00	\$ 310.50	\$ 397.00	\$ 448.50	\$ 448.00											
Mileage	\$ 1,081.75	\$ 187.50			\$ 27.25	\$ 150.00	\$ 140.00	\$ 140.00		\$ 109.00	\$ 54.50		\$ 109.00	\$ -	\$ -	\$ -	\$ 55.00	\$ 54.50	\$ 55.00											
Misc. Travel	\$ 1,425.00	\$ 375.00			\$ 110.00	\$ -	\$ 120.00	\$ 120.00		\$ 75.00	\$ 75.00		\$ 150.00	\$ -	\$ 100.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00											
Parking	\$ 1,361.25	\$ 581.25			\$ -	\$ 50.00	\$ 140.00	\$ 140.00		\$ 60.00	\$ 60.00		\$ 120.00	\$ -	\$ 80.00	\$ -	\$ 60.00	\$ 70.00	\$ -											
	\$ 46,254.70	\$ 12,011.25	\$ -	\$ -	\$ 1,703.65	\$ 1,473.00	\$ 7,300.00	\$ 7,300.00	\$ -	\$ 1,587.00	\$ 1,533.00	\$ -	\$ 3,101.00	\$ 1,252.00	\$ 1,605.00	\$ 2,539.00	\$ 1,551.00	\$ 1,684.80	\$ 1,614.00											
Changes due to motions passed:	\$ 6,000.00		\$ 6,000.00																											
TOTAL 2019	\$ 262,867.67	\$ 27,084.25	\$ 47,324.85	\$ 108,363.00	\$ 1,883.65	\$ 1,523.00	\$ 34,210.50	\$ 19,088.50	\$ 200.00	\$ 2,275.00	\$ 4,103.00	\$ 2,100.00	\$ 3,301.00	\$ 1,252.00	\$ 2,653.00	\$ 2,656.12	\$ 1,551.00	\$ 1,684.80	\$ 1,614.00											
Total 2018 Budget	\$ 232,243.00	\$ 34,606.00	\$ 34,565.00	\$ 91,914.00	\$ 1,374.00	\$ 1,555.00	\$ 23,376.00	\$ 18,476.00	\$ -	\$ 2,244.00	\$ 5,085.00	\$ 3,100.00	\$ 2,948.00	\$ 1,374.00	\$ 3,922.00	\$ 3,251.00	\$ 1,574.00	\$ 1,505.00	\$ 1,374.00											
% change without F2F for Committees			137%		137%	98%		128%		101%	81%	68%	112%	91%	68%	82%	99%	112%	117%											
% Change	113%	78%	137%	118%	137%	98%	Events, CSC, Convention Combined	128%		101%	81%	68%	112%	91%	68%	82%	99%	112%	117%											
Increase over 2018	\$ 30,624.67	\$ (7,521.75)	\$ 12,759.85	\$ 16,449.00	\$ 509.65	\$ (32.00)	\$ 11,647.00	\$ 11,647.00	\$ 31.00	\$ (982.00)	\$ (1,000.00)	\$ 353.00	\$ (122.00)	\$ (1,269.00)	\$ (594.88)	\$ (23.00)	\$ 179.80	\$ 240.00	\$ 240.00											
Actual Expense 2017	\$ 154,023	\$ 22,517	\$ 77,139	\$ 1,024	\$ 443	\$ 17,853	\$ 18,138	\$ 18,138	\$ 619	\$ 4,120	\$ 516	\$ 1,210	\$ 3,762	\$ 1,147	\$ 1,113	\$ 3,490	\$ 830	\$ 50	\$ 50											
Actual Expense 2016	\$ 154,173	\$ 15,388	\$ 74,094	\$ 990	\$ 761	\$ 13,392	\$ 28,658	\$ -	\$ 1,227	\$ 3,711	\$ 1,966	\$ 5,130	\$ 1,146	\$ 2,458	\$ -	\$ 1,077	\$ 2,447	\$ 1,728	\$ 1,728											
Actual Expense 2015	\$ 217,189	\$ 26,950	\$ 95,034	\$ -	\$ 1,992	\$ 26,217	\$ 26,506	\$ 46	\$ 5,054	\$ 6,380	\$ 1,540	\$ 5,636	\$ 3,020	\$ 5,361	\$ 4,501	\$ 1,270	\$ 4,429	\$ 3,254	\$ 3,254											
Actual Expense 2014	\$ 224,416	\$ 24,491	\$ 128,145	\$ 917	\$ -	\$ 22,909	\$ 15,500	\$ -	\$ 4,614	\$ 7,202	\$ -	\$ 3,408	\$ 2,102	\$ 3,543	\$ 2,909	\$ 689	\$ 2,864	\$ 5,122	\$ 5,122											
Actual Expense 2013	\$ 143,746	\$ 27,212	\$ 67,439	\$ -	\$ 2,152	\$ 11,034	\$ 20,472	\$ -	\$ 1,102	\$ 1,078	\$ -	\$ 3,506	\$ 1,185	\$ 4,406	\$ -	\$ 1,506	\$ 2,654	\$ -	\$ -											
Actual Expense 2012	\$ 123,791	\$ 19,349	\$ 57,376	\$ 1,635	\$ 1,125	\$ 15,837	\$ 17,377	\$ -	\$ 988	\$ 2,168	\$ -	\$ 3,503	\$ 417	\$ 821	\$ -	\$ 967	\$ 2,228	\$ -	\$ -											
Fellowship, Outside Services				Income																Total Budget Expenses	\$ 262,867.67									
FSW-Emails Blasts				\$ 6,000.00																	Total Budget Income	\$ 243,300								
FSW-Admin				\$ 17,000.00	\$ 32,866	\$ 40,004	\$ 41,171	\$ 48,915	\$ 58,295	7th Tradition Donations	\$ 70,000	\$ 52,000	\$ 60,000	Net Cash Flow																\$ (19,567.67)
Total				\$ 23,000.00	\$ 114,087	\$ 93,081	\$ 106,751	\$ 91,648	\$ 108,057	Royalties	\$ 132,000	\$ 146,000	\$ 168,000																	
General Expense, Outside Services				\$ 139	\$ 485	\$ 271	\$ 167	\$ 142	Investments	\$ 300	\$ 150	\$ 300																		
SOS (includes Bookkeeper & Webmast)				\$ 35,640.00	\$ 17,943	\$ 18,196	\$ 25,927	\$ 31,249	\$ 14,370	Events	\$ 22,000	\$ 24,000	\$ 15,000	8/31/2018 Cash on hand																\$ 411,635
SOS Expenses				\$ 2,467.00	\$ 1,350	\$ 108	\$ 980	\$ 168	Other	Projected change in cash on hand to Dec 31																\$ (26,976)				
Tax & Audit				\$ 5,450.00	\$ 166,385	\$ 151,875	\$ 175,100	\$ 172,147	\$ 180,863	Total Income	\$ 224,300	\$ 222,150	\$ 243,300	Prudent reserve as currently defined																
Website Developer				\$ 16,000.00	1-1-19 - 12-31-19 Prudent Reserve																\$ 250,000.00									
Bond & Liability Ins				\$ 2,879.00																										
Legal				\$ 6,000.00	1/1 Available cash																\$ 134,659									
Software				\$ 1,472.00																										
Web Domain & Hosting				\$ 300.00	net cash flow																\$ (19,567.67)									
Web Maintenance				\$ 7,200.00	End of budget year Available cash above Prudent Reserve:																\$ 115,091									
Streaming/Translation at CSC in CSC budget \$25,000				\$ -	End of year cash																365,091.08									
Reception at CSC				\$ 1,500.00																										
Total				\$ 78,908.00																										