

Finance Committee Update

2020 Co-Dependent's Service Conference

Finance Committee

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.

Finance Committee Responsibilities:

1. Calculate and report our prudent reserve to the Fellowship at the annual Service Conference. We may report it at other times of year if needed.
2. Annually review proposed budgets submitted by committees, boards, & Fellowship Services.
 - The committee considers whether or not CoDA's income supports the budget requests and allows for our prudent reserve* while integrating the requests into one overall budget.
 - Provide input to the CSC related to the financial implications of proposals under discussion and suggest options, as prudence requires.
 - The Finance Committee makes the motion to approve the overall budget to voting members at CSC. Apprise the CoDA Board and Fellowship of changing financial circumstances, which might require budgetary adjustments between CoDA Service Conferences.
3. Review expense reports submitted by committee & board members for adherence to CoDA's Expense Reimbursement Policy.
4. Review CoDA's investments for adherence to Conference approved policy.
5. Review the Expense Reimbursement Policies and Procedures and propose amendments when needed.

1. Prudent Reserve Calculation

"Prudent reserve equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater."

\$235,830.54	(2019 incl. translators & website)
\$175,418.44	(2018)

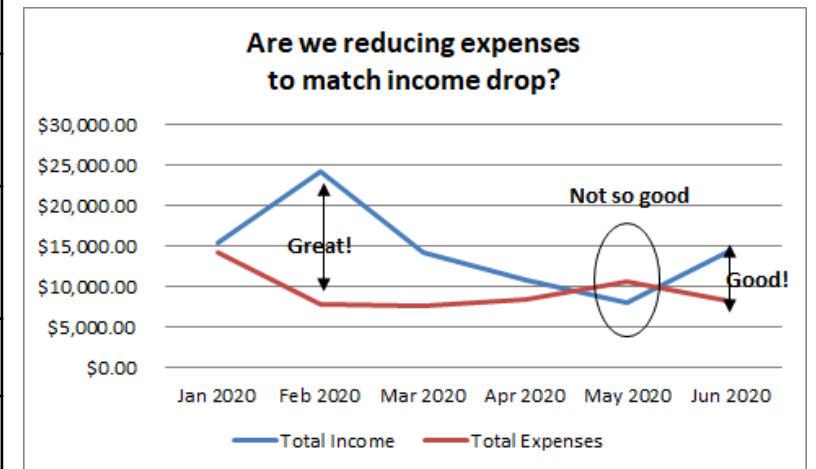
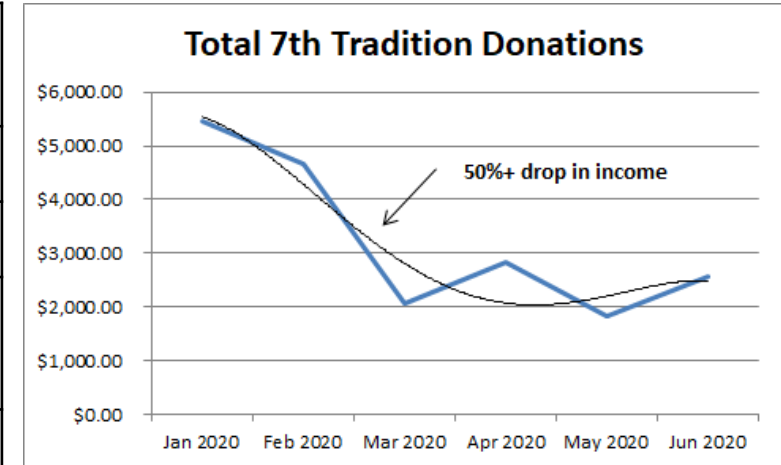
\$411,248.98	combined
÷ 2	

\$205,624.49	half the combined

\$250,000 is the prudent reserve for 2020

2. Annual Review of Proposed Budgets

Year 2020	Approved 2020 Budget	Budget 1H2020	Actual 1H2020
Total Income	\$257,300	\$128,650	\$87,487
Expenses			
Outside Services & other expenses	\$168,386	\$84,193	\$50,215
Board/Committee Face to Face (F2F)	\$56,461	\$10,022	\$4,208
CoDA Service Conference (CSC)	\$52,314	\$2,132	\$2,807
Changes due to motions passed	\$1,650	\$0.00	\$0.00
Total Expenses	\$278,811	\$96,347	\$57,230
Gain (Loss)	(21,511)	\$32,303	\$30,257



We are spending below our income (32% income drop vs 40.6% expense drop)

3b. Review Expense Reports (12 months)

- 54 number of expense reimbursement requests submitted
- 21 requests accepted as is
- 27 requests accepted with modifications
- 4 requests rejected or withdrawn
- 2 waiting for further action
- Average time for reimbursement is 35 days
- Requesting 1 amendment (co-sponsor of IMC Motion):
 1. Travel and Host grants are requested & approved; however, tracking of those grant awards and their use are not currently part of the ERR system

4. Review CoDA Investments

"The goal for the management and investment of CoDA funds is the preservation of capital. Earning interest income is secondary. CoDA funds may be invested in the following financial instruments as indicated:

1. Money Market Account
2. Certificate of Deposit with staggered maturities no longer than 5 years.
3. USA Treasury Bills or USA Treasury Notes with staggered maturities no longer than 5 years
4. No investment in any single account shall exceed the maximum insured limits."

We have \$411,324 in CASH, which loses ~\$8,000/yr (2%) to inflation

5. Review the Expense Reimbursement Policy

- 170+ hours of Finance Committee work
- 27 changes to the policy
- Review by Committee Chairs (once) and Board (twice)
- Approved on May 5th, 2020 by the Board
- We are also implementing 3 *procedural* changes:
 1. Requesting use of a CoDA approved travel agency
 2. Future ERR discrepancies less than \$5 be resolved at \$5
 3. Withholding all tax & tip if alcohol total (**including tax & tip**) is not removed from expenses

Many thanks to all those involved for such a successful revision!

2021 Goals

1. Prudent Budgeting & Investing

- a) Facilitate the 2021 Budget assuming 7th Tradition income will be 65% of 2019 income
- b) Advise CoDA Board to invest \$10K on IT consultants to make it *very* easy to collect 7th Tradition donations without glitches (PayPal, Venmo, Zelle, etc.)
- c) Advise CoDA Board to invest \$30K in social media "attraction campaigns" to reach the still suffering (and to increase income).
- d) Advise CoRE Board to create more audio and video for sale (to increase income).

2. Financial Stability

- a) Continue to monitor monthly income and monthly spending for Chairs & Board

3. Monetary Resources

- a) Hire an Outside Investment Professional for investment advice on "buying power preservation"
- b) Create a 2022 "buying power preservation" motion to maintain buying power despite inflation.