



Finance Committee
Policies and Procedures Manual

Approved 4/25/2023



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A visual representation

of how the Finance Committee (FC) relates to
the Fellowship of Co-Dependents Anonymous,
The Board, and other committees of the Fellowship



Roles of the Finance Committee outlined by dashed lines are like roles of other committees, while those in solid lines are particular to the Finance Committee.



Section 1 – Duties

From The Fellowship Service Manual of Co-Dependents Anonymous Part 5 Approved 2021:

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:

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.

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.

Review expense reports submitted by committee & board members for adherence to CoDA's Expense Reimbursement Policy.

Review CoDA's investments for adherence to Conference approved policy.

Review the Expense Reimbursement Policies and Procedures, and propose amendments when needed.

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



Section 2 – Purpose and Membership

2.1 - Purpose of Policies and Procedures

- To provide the Finance Committee with appropriate internal operating policies and procedures.
- To provide guidance to finance committee members regarding their duties and responsibilities.

2.2 - Qualifications to join the Finance Committee

- Practices the Twelve Steps, Twelve Traditions, and Twelve Service Concepts
- Knowledge of the group conscience decision making process
- Willing to learn financial principles, CoDA guidelines and Finance Committee policies

2.3 - Ongoing Expectations of Committee Membership

- Liaison to Committee(s) from the Finance
 - Understand CoDA's Expense Reimbursement Policies (ERP) and procedures
 - Reach out to offer assistance to the CoDA committee, answering financial questions as needed
 - Help committee members to understand and follow the ERP
 - Review and approve Expense Reimbursement Requests (ERRs) with committees to which you are the liaison
 - Help committee when projected expenses will greatly exceed committee budget
 - Support creating their committee's budget for the next calendar year.
- Attend monthly Finance Committee video conferences
- Attend scheduled Face to Face (F2F) meetings, which will involve travel
- Take responsibility for one (or more) roles within the Finance Committee
- Suggest improvements that better serve our committee and our Fellowship
- Recruit new volunteers as Members of the Finance Committee
- Multiyear commitment to service in the Finance Committee
- Over time, members will take greater leadership roles on the committee



Section 3 – Responsibilities

As per the CSC approved FSM:

Finance Committee Responsibilities:

3.1 - Reporting

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. Provide input to the CSC related to the financial implications of proposals under discussion and suggest options, as prudence requires.
3. Apprise the CoDA Board and Fellowship of changing financial circumstances, which might require budgetary adjustments between CoDA Service Conferences.

3.2 - Budgeting

1. Annually review proposed budgets submitted by committees, boards, & Fellowship Services.
2. Consider whether or not CoDA's income supports the budget requests and allows for our prudent reserve* while integrating the requests into one overall budget.
3. The Finance Committee makes the motion to approve the overall budget to voting members at CSC.

3.3 - Expenses

1. Review expense reports submitted by committee & board members for adherence to CoDA's Expense Reimbursement Policy.
2. Review the Expense Reimbursement Policies and Procedures, and propose amendments when needed.

3.4 - Investments

1. Review CoDA's investments for adherence to Conference approved policy.



Section 4 – Roles & Tasks

4.1 Meeting Facilitator

1. Regular monthly meetings
 - a. Prepare agenda
 - b. Set up conference calls for regular meetings.
 - c. Send out Agenda to the committee prior to the scheduled meeting time
 - d. Set up the meeting times in Zoom
 - e. Facilitate Zoom meetings
 - f. Use the Group Conscience process for all Committee decisions
 - g. Obtain volunteers to complete all action items
 - h. Track status of action items
2. Face to Face meetings
 - a. Completes and submits the FMAFs
 - b. Creates the goals and objectives
 - c. Creates, submits, and facilitates the agenda for Face to Face (F2F).
3. Ad Hoc meetings
 - a. Same as #1 above, a-h

4.2 Communications Lead aka Chair (FinChair@coda.org)

1. Check email at least three times a week
2. Respond immediately to all Fellowship requests
 - a. Email received
 - b. Helpful information
3. Communicate to the Fellowship as a whole on behalf of the Committee
 - a. All year via email
 - b. Attend CSC, or their designee
 - i. Presents budget
 - ii. Represent Committee to the Fellowship in all other business
 - iii. Participate in CSC practice sessions
4. Correspond with the Board on behalf of the Committee

4.3 Back-up Lead

1. Supports Communications Lead and all other roles
2. This position is intended to prepare a member for the Communications Lead role

4.4 Secretary

1. Take meeting notes during Committee Meetings
2. Submit Redacted Meeting Minutes to the Committee for approval



3. Submit approved, redacted meeting minutes to minutes@codas.org for posting on CoDA website
4. Prepare, submit to committee for GC, and submit QSRs to QSRsubmit@codas.org for inclusion in the QSR.
5. Maintain items posted on Finance Unlocked
6. Maintain integrity of GC'd documents on OneDrive

4.5 Expense Lead

1. Understand, maintain, & suggest updates CoDA's expense reimbursement policies and procedures
 - a. Expense Reimbursement Policy (ERP)
 - b. Financial Meeting Approval Form (FMAF)
 - c. Expense reimbursement Request online form (ERR)
 - i. Update the ERR online submission form as needed, at least annually in January to reflect current year's reimbursement rates. (Requires Chair's login to SmartSheet)
 - d. Other forms as developed
2. Assist Finance Liaisons to other committees by answering expense related questions
3. Monitor the Finance Committee's expenses (our budget to actual)
4. Lead 2x2 F2F meeting for the approval of FMAFs

4.6 Chairs Forum Liaison

1. Report on the 3-4 top efforts of the Finance Committee in the monthly Chairs Forum agenda
2. Attend Chairs Forum 11x/yr (in 2023, 2nd Thursday, 7pm – 8:30pm EST)
3. Update Chairs on any upcoming actions required (i.e., expenses, budgets, etc.)
4. Represent the Finance Committee's group conscience in all group discussions
5. Take a turn leading the Chairs Forum monthly meeting 1x/year (take minutes month before, attend Board meeting, and lead)
6. Report on Chairs' Forum discussions to the Finance Committee

4.7 Budget Lead

1. January – work with Expense Lead to ensure F2F FMAFs are within budget for current calendar year
2. February – Send out last calendar year's actual vs budget to Chairs
3. March – Support Finance Committee Liaisons in their effort to help Chairs form their budgets for the next calendar year
4. Approximately 100 days before CSC – Obtain draft committee budgets from chair for next calendar year
5. Due 75 days before CSC – Prepare overall budget, submit budget motion



6. At CSC – Update Budget motion for approval on last day of CSC
7. After CSC and the Board has made determinations on non-binding motions – Share the newly approved budget with Board Treasurer for reporting purposes
8. After CSC and the Board has made determinations on non-binding motions – Give the newly approved budget to the Finance Secretary to be published on coda.org

Section 5 – Documentation

- 5.1 [Expense Reimbursement Policy](#)
- 5.2 [Guidelines for Face to Face Rotations](#)
- 5.3 [CoDA Investment Policy](#)