

We would like the Assembly to consider amending the Area Expenses Guidelines and Policies to clearly state who has responsibility and authority to approve equipment purchases and consider if we need guidance on how to respond to different financial needs that may arise?

Background:

4 1/2 months ago an officer requested equipment so they could be effective in carrying out their responsibilities to the Area. The Area approved a budget that included a line item with \$500 for equipment. Our expense guidelines, policies and job descriptions do not clearly define who has the authority and responsibility to approve equipment purchases. Our expense guidelines states "If there are specific reasons and or circumstances that the guidelines set forth cannot be adhered to the NYN Treasurer, Chairperson and Delegate or a Finance Committee shall have the authority to reimburse within reason." This statement pertains specifically to travel expenses and no other type of expenses. The only notations pertaining to equipment in our policies are the following: Oct 1996-\$400 annually will be placed in the budget for equipment and/or replacement; and Added to the Treasurer's bb Description — May 21, 2005 •Remove equipment line item from the Budget. There is no mention of how equipment purchases are to be approved.

The officers had different perspectives on the money approved in the budget and how it applies to Concept 3 (The right of decision makes effective leadership possible). Some interpreted that the Treasurer had the responsibility and authority to approve purchases if it was in the budget and the budget was approved. Others understood that the budget made sure funds were available and that the Treasurer dispersed funds in strict accordance to the expense guidelines; any purchases not specifically stated must be approved by the AWSC and Assembly. Others understood that the Officers and Coordinators could approve the purchase. The Finance Committee (Current Delegate, Current Chairperson, Current Treasurer, Past Delegate, Past Chairperson, Past Treasurer, Current PO Coordinator and Current DR) was asked for guidance. The informed group conscious of the committee was that the purchase must be considered by the AWSC. As a result of not having clear lines between ultimate authority and delegated authority there were personal clashes, confusion and the officers were not able to be effective; an officer resigned, and an officer is feeling unsupported and demoralized.

As noted in our service manual "Concept Ten, Service responsibility is balance by carefully defined service authority and double-headed management is avoided. - The guarantee of harmonious and effective function of good operational structure is in the relation of its several parts and people, so that none can doubt the nature of their respective responsibilities and corresponding areas of authority, Unless these relationships are well-defined and those holding the final authority are able and willing to use it freely as trusted servants; and unless there exists some definite means of interpreting and deciding doubtful situations — then personal clashes, confusion and ineffectiveness will be inevitable.

1. The fellowship appreciates the commitment and service of all the officers and coordinators and supports them in their efforts to serve the area. The area provides the money to travel and pay for supplies and equipment as needed.
2. The Area plans for equipment replacement and purchases by approving a budget with a \$500 equipment line item.
3. The recent government mandates prohibiting in person gatherings forced us to change the manner in which meet and conduct business. We had to adapt quickly. Our guidelines and policies are narrowly defined and do not allow for quick adaptation. The world seems

to be moving at an ever-faster pace. Technology has changed allowing virtual meetings. We are able to meet more frequently. Committees are meeting monthly. AWSC meetings are spaced 5 months apart.

4. Pros- Amended policies will allow for our trusted servants to respond to unforeseen operational costs within specific limits. Allows Area to respond to immediate needs.  
Cons — equipment is also property and problems with money, property and prestige can distract us from our primary spiritual needs. Hierarchical decision making (Tradition 9— Our groups, as such, ought never be organized: but we may create service boards or committees directly responsible to those they serve).
5. We don't know if we will have unforeseen expenses in the future. We don't know if we will need this provision in the future.

Motion: Approve a task force to recommend an amendment to the Expense Guidelines and Policies to address the issue of how equipment and operating expenses for officers and coordinators should be approved and consider how we respond to different financial needs that may arise.