



FINANCE COMMITTEE

The Finance Committee assists Intergroup in anticipating when funds will be required and budgeting accordingly, as well as looking for ways to economize on costs or raise additional revenues.

Finance Chair

Commitment: a 2-year term requiring 6 months of continuous abstinence.

Responsibilities:

- Attend Intergroup monthly to report on issues (if unable to attend, ask an alternate committee member to attend or submit report to Service Board)
- Present a budget annually (in January/February) detailing the prior year revenues and expenses and current year projections
- Provide guidance on unexpected expenses based on year-to-date position of the budget

Committee members

Commitment: open term to any OA member and there is no abstinence requirement

Committee Responsibilities:

- Create report for COI expenses and revenues against budget
- On a monthly basis, update report on revenues and expenses and monitor actual versus budget using Treasurers Report
- Annually in October/November obtain projected expenses from all committee chairpersons (create and provide form)
- Prepare budget – estimating expenses and revenues based on prior year actuals and historical trends, if committee budgets not available
- Look at costs periodically to see where expenses might be lowered and provide recommendation to COI
- Creatively look at ways to generate additional revenues through fundraising