

**BUDGET & FINANCE COORDINATOR REPORT**  
**For ASSEMBLY BUSINESS MEETING**  
**MAY 22, 2021**

Submitted by: Pebble B., B&F Coordinator  
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- Completed 2020 Budget Tracker Expenses is posted on website
- Completed 2021 1<sup>st</sup> Quarter Budget Tracker (Jan thru March) both Revenue and Expense is posted on website
- Completed audit of 2020 LA AFG Audit (attached)
  - Group/individual Contributions were \$5,104.91
  - Expenses were total of \$1,934.06
    - Virtual expenses \$547.94
    - Donation to WSO \$1,152.30
    - Office supplies \$66.06
    - Online Registration platform \$61.75
    - PO Box rental \$106.00
  - Net income was \$3,170.86
- As the Treasurer for the Deep-South Alateen Conference, I asked Danny C. to conduct the 2020 audit of the D-SAC financials to avoid a conflict of interest
  - Danny C. can present findings from the audit
- Sorted through all the motions on in our Procedures Digest from 1963 through 2016 and the minutes from 2017 through 2020 for all motions that are active financial motions that the Area Assembly should be following.
- There are active motions that address money that our Delegate should be provided at the beginning of year for their expenses to include attending the SCRDM which has not been provided as the motion states for several terms. The Delegate is responsibility to provide an itemized report for expenditures to the treasurer at the end of each year.
  - **08/19/12** To increase the funds budgeted for the Delegate's expenses to an amount not to exceed \$1500 per year effective immediately. (Motion 12-03) when Sylvia G. was Delegate
  - **(Motion 07-02) 04/15/07** That the Delegate submit to the Treasurer, annually, an itemized report for the Delegate's expense fund with receipts for any one item over \$25.00. when Clara E. was Delegate
  - **Motion #17-01** was made by Pebble B to move for La. Assembly Inc. to subscribe to QuickBooks Online Plus. Motion passed (43 yes 0 no)
    - Not using this online platform so this motion needs to be amended or adhered to.
- From LA AREA ASSEMBLY AFG, INC. BY LAWS has this been adhered to?
  - **1.10 Approval of Contracts:** Any contract, expense, or obligation incurred on behalf of the corporation in excess of \$750 must have prior approval of the Board of Directors or membership of the corporation. Two officers of the corporation must execute every written contract entered into on behalf of the corporation in excess of \$750; one officer of the corporation must execute every written contract entered into on behalf of the corporation for \$750 or less.