

# Chicagoland Intergroup

## Financial Guidelines

Revised February - 2013

### Treasurers

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1. Chicagoland Intergroup shall have two co-treasurers.
2. Eligibility for position of co-treasurers shall be two years abstinence from gambling and attends at least 39 meetings per year.
3. Anyone holding the position of CIG treasurer shall be ineligible to hold any other position within CIG, e.g. trustee, chairperson, committee chairman, except for representing an individual room as an intergroup representative or as provided as in 4. below.
4. The co-treasurers shall be the treasurers for the spring conference, holiday gathering, picnic, spirituality conference, and any other event that deposits are made to or disbursements made from the CIG checking account.
5. All treasury disbursements over fifteen dollars shall be made by check by treasurers, except cash disbursements may be made at actual events for incidentals.
6. All disbursements shall be supported by a receipt/invoice, except for disbursements to ISO for the monthly individual room contributions or the monthly intergroup collections.
7. Financial records including all supporting documents for CIG shall be maintained by the co-treasurers for a period of three years.
8. Co-treasurers shall issue a monthly operating statement for the prior month to CIG. Said statement shall be prepared on a cash basis.
9. The co-treasurers shall also report to the CIG all disbursements, deposits and other income obtained subsequent to the close of the prior monthly statement and prior to that months CIG meeting.
10. An internal audit of the financial records of CIG shall be conducted annually; said audit shall take place between the January and February Intergroup meetings and shall be conducted by two GA members appointed by the CIG chairperson who have at least 2 years clean time from gambling. The results of the audit shall be reported to CIG at the February meeting.
11. In the event, one or both co-treasurers either step down for their remaining term; CIG will nominate and elect the incoming co-treasurer(s). An audit shall be conducted if both co-treasurers step down.
12. All group contributions in excess of twenty dollars shall be brought in by check or money order with group name and breakdown of GA/ISO/SUPPLIES/OTHER. If not stated, it will be split in half amounts to ISO and CG, if an unequal amount or rounded with the extra funds going to CIG
13. A receipt will be made available upon request for any cash donations from groups or individuals given to the treasurers.

## Trustees

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Expenses will be paid for each of the Trustees who attend a physical meeting of the Board of Trustees. Each Trustee will be responsible to provide receipts for all expenses they wish to be reimbursed for.

1. Travel: The actual cost if travelling by air. Current IRS per mile charitable rate if traveling by car will be reimbursed.
2. Ground Transportation: Will be paid if the host city has not provided ground transportation from the airport to and/or from the hotel for those arriving by air. All efforts will be made by the Trustees to secure the most economical form of transportation.
3. Parking: Will be paid for parking at the airport. Maximum of 5 days parking will be paid. Also, Current IRS per mile charitable rate if traveling by car will be reimbursed to and from the parking lot, or public transportation is used.
4. Lodging: Wednesday through Saturday night lodging will be reimbursed.
5. Conference: Each Trustee will receive the amount equal to “Plan B” or the plan for a single person. Should any two Trustees choose to share a room, each would receive one-half of “Plan A” or the plan for two persons.
6. Meals: Will be paid up to the current guidelines set forth by the IRS pertaining to business travel. Meal allotment is for all meals in excess of those provided by the host conference. Wednesday evening, all day Thursday and Friday prior to dinner.
7. Walk-athon: Trustees who solicit monies for the Walk-athon event associated with the International conferences are required to turn in funds at the following intergroup meetings. The treasurers will track the amounts collected and issue a check made payable to ISO prior to the conference for the trustee to hand deliver.

## Checking Account

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1. CIG shall maintain a multiple signatory checking account with a minimum of four people authorized to sign checks, and two people required to sign each check
2. The co-treasurers shall sign all checks except when one or both is not available.
3. Authorized signatures on the checking account shall be the co-treasurers plus at least two other trustees or officers/member of CIG selected by the co-treasurers.
4. In the absence of CIG obtaining a tax payer ID number, one of the co-treasurers shall provide their social security number to the bank for maintaining the checkbook.
5. In view of 4. above, it shall be the responsibility and obligation of CIG to reimburse said co-treasurer for any additional federal income tax and/or state income tax paid by the co-treasurer due to the reporting of any interest earned on behalf of CIG against the social security number of the co-treasurer unless said reimbursement is waived by the co-treasurer.
6. No Chair or Co-chair of an event who is also a signer on the CIG checking account shall sign CIG checks in payment of any expenses related to the event for which he/she is Chair or Co-Chair.
7. Two authorized signatures shall be required to endorse any contract on behalf of Chicagoland Intergroup. Authorized signatures shall include the intergroup officers (i.e. Chairperson, Secretary and Co-Treasurers) and the Trustees; however, at least one of the two signatures on every contract shall be that of an intergroup officer.
8. A copy of the most recent monthly checking account statement will be available for review by the CIG at each monthly CIG meeting.
9. The co-treasurers will attempt to collect on any checks which are returned "NSF" and they are authorized to enter into any necessary repayment plans with the individual or organization involved.

## Budget

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1. An overall budget for CIG including the Annual Picnic, Holiday Gathering, Spirituality Conference, and Spring Conference shall be developed by the budget committee and submitted for CIG approval at the December intergroup.
2. Per the overall budget which is approved by the CIG for events, said event budget may not be exceeded by more than 10% of the approved budget without 60 days prior approval of CIG.
3. The chairperson of each event shall be responsible for providing the original of all contracts/invoices along with the names and amounts paid by each event participant to the treasurer of the event
4. All profits, if any, from the Annual Chicagoland GA/Gam-Anon Spring Conference will be split 70/30 with Gam-Anon, 70% to Chicagoland GA, 30% to Chicagoland Gam-Anon. All losses incurred to be paid by Chicagoland GA.
5. All required deposits for hotels or other expenses necessary to be incurred for the Annual Spring Conference, Picnic, Holiday Gathering, Spirituality Conference, or any other event authorized by CIG in advance of receipt of revenues for such event shall be paid out of ordinary operating expenses except as authorized by the unanimous agreement of the co-treasurers. Said advances shall be requested in writing or approved by a motion by CIG of the forgoing events and may not exceed the amounts indicated below, unless otherwise approved by CIG:

Spring Conference.....	\$ 2,000.00
Holiday Gathering.....	500.00
Spirituality Conference .....	500.00
Picnic.....	500.00

End of CIG Financial Guidelines