

Chicagoland Intergroup (CIG)
New Financial Guidelines, 3-20-2002
Revised: 2-19-03, 2-18-04, 2-19-07

1. Chicagoland Intergroup shall have two co-treasurers.
2. Eligibility for position of co-treasurers shall be the same for all other offices for CIG; e.g. two years abstinence from gambling and 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. A co-treasurer shall be the treasurer for the mini-conference, holiday party, picnic, spirituality conference, and any other event that deposits are made to or disbursements made from the CIG checking account.
5. 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
6. The co-treasurers shall sign all checks except when one or both is not available.
7. Authorized signatures on the checking account shall be the co-treasurers plus at least two other trustees or offices/member of CIG selected by the co-treasurers.
8. All disbursements over fifteen dollars shall be made by check.
9. All disbursements shall be supported by a receipt/invoice including those under 10. below, except for disbursements to ISO for the monthly individual room can contributions or the monthly intergroup collections.
10.
 - a. Commencing with the August 2002 picnic, an overall budget for the picnic, holiday party, spirituality conference, and mini-conference shall be developed by the cognizant committee and submitted for CIG approval.
 - b. After an overall budget is approved by CIG for an event, said budget may not be exceeded without the prior approval of CIG
 - c. Each event committee will be responsible for authorizing disbursements by majority vote of a quorum of the committee.
 - d. 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
11. Commencing in February, 2002, financial records including all supporting documents for CIG shall be maintained by the co-treasurers for a period of three years.
12. Existing records turned over to the co-treasurers elected for the term February 2002 through January 2003 are listed on Attachment 1.
13.
 - a. In the event CIG determines to put and funds in a certificate of deposit (CD), each CD shall be opened with four signatures including the co-treasurers and requires two signatures to be present to cash.
 - b. In the event a CD is cashed, or any amount withdrawn, the amount shall be withdrawn in the form of a bank check made payable to Chicagoland GA and/or transferred to another CD opened in the name of GA.
 - c. Each CD shall have the passbook marked "Photo ID needed to cash/Multiple signatures required" or equivalent, unless precluded by the bank.

14. CD's shall be opened, amounts withdrawn, or rolled over as authorized by CIG.
15. The co-treasurers shall advise CIG at the monthly meeting before the maturity date of each CD that the CD will mature at date specified, and propose a recommended course of action to the CIG so as to preclude and automatic rollover of the CD.
16.
 - a. So long as CIG maintains any CD, the co-treasurers shall assure the CD's are kept in a safe deposit box.
 - b. Said safe deposit box shall be maintained in a bank different from the bank which issued the CD.
 - c. The safe deposit box will have at least three authorized signatures including at least one co-treasurer and to the maximum extent possible shall be opened in the name of GA.
 - d. The two safe deposit keys shall be kept in the possession of two GA members who meet the CIG eligibility requirements for being an officer of CIG and who are NOT signatories on the CD.
 - e. Selection of the GA members to possess the safe deposit keys shall be the responsibility of the co-treasurers.
17.
 - a. Starting at the March, 2002 CIG meeting, the co-treasurers shall issue a monthly operating statement for the prior month to CIG. Said statement shall be prepared on a cash basis.
 - b. 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 month's CIG meeting.
18.
 - a. An internal audit of the financial records of CIG shall be conducted annually commencing with the period February 2002 through January 31st, 2003.
 - b. 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 meets the CIG eligibility requirements for being an officer of GA.
 - c. In the event, one or both co-treasurers either step down or are not re-elected for the following term, the incoming co-treasurer shall either be one of the two GA members appointed under b. above or if both co-treasurers are replaced the incoming co-treasurers shall conduct the audit.
 - d. The results of the audit shall be reported to CIG at the February meeting.
19. The co-treasurers shall have no responsibility to CIG with respect to the "Intergroup Special Fund" other than to report its current status on a monthly basis to the CIG. Said report shall be based on input from the GA members responsible for said fund.
20. All disbursements from the special fund shall be authorized by the CIG by majority vote
21. Trustee expenditure guidelines for each Trustee who attends a physical meeting of the Board of Trustees:
 - a. Expenses to be paid:
 - i. Travel: The actual cost if travelling by air. Current IRS per mile rate if traveling by car.
 - ii. Ground Transportation: Will be paid if the host city has not provided ground transportation from the airport to the hotel for those arriving by air. All efforts will be made by the Trustees to secure the most economical form of transportation.

- iii. Parking: Will be paid for parking at the airport. Maximum of 5 days parking will be paid.
 - iv. Additional Lodging: Wednesday and Thursday night lodging will be paid.
 - v. 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.
 - vi. 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.
 - b. Each Trustee will be responsible to provide receipts for all expenses they wish to be reimbursed for.
 - c. Beginning with the first Trustee Meeting held in the year 2004, each Trustee will provide a detailed expense proposal to the Intergroup Chairperson at least sixty (60) days prior to each Trustee meeting. The Intergroup Chairperson shall bring before Intergroup a motion to approve the Trustee expense proposal at least thirty (30) days prior to each Trustee meeting.
 - d. Shall a case arise where there is not sufficient funds to meet the above expenses, each Trustee will equally share the amount that is available.
- 22.
- a. 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 or opening a CD.
 - b. In view of a. 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.
- 23.
- a. 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. If not stated, it will be split in half if an equal amount or rounded with the extra funds going to CIG
 - b. Starting with March 2002, CIG meeting, the co-treasurers shall provide a receipt for each group contributed to CIG for the prior month.
24. In accordance with prior decisions of CIG:
- a. CIG shall maintain the following three reserve accounts
 - Fundraising
 - Trustees
 - Scholarships - \$ 2,000
 - \$500 – mini-conference
 - 500 – Picnic
 - 500 – Holiday party
 - 500 – Spirituality
 - b. All profits, if any, from the mini-conference will be split equally with Gam-Anon
 - c. CIG’s share of profits, if any, from the mini-conference will be transferred to the trustees reserve account unless otherwise designated by CIG.
25. All required deposits for hotels or other expenses necessary to be incurred for the mini-conference, picnic, holiday party, spirituality conference, or any other event authorized

by CIG in advance of receipt of revenues for such event shall be debited against the Fundraising reserve and shall not 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 by the Chairperson of the forgoing events and may not exceed the amounts indicated below, unless otherwise approved by CIG:

Spring conference	\$ 1,000
Holiday Party	1,000
Spirituality	500
Picnic	500

26. Advances from the Fundraising reserve in accordance with 25. above will be re-credited to said account upon completion of the final accounting for said event.
27. All amounts collected for any event identified in 25. above or otherwise authorized by the CIG will be reserved to cover the expenses incurred in connection with said event until such time as a final accounting of income and expenses for said event has taken place.
28. Disposition of any profits from any event identified in 25. above shall be as authorized by the CIG including 24c. above.
29. Losses from any event identified in 25. above or otherwise authorized by the CIG shall be debited against the Fundraising reserve and then debited against ordinary operating expenses if said reserve is insufficient to cover the loss.
30. A copy of the most recent monthly checking account statement will be available for review by the CIG at each monthly CIG meeting.
31. 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.
32. 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.
33. 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.

NOTE:

An attachment's note was made to the original guidelines indicating current statements from 1999-2002 (Attachments not available/applicable)