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**Anchorage Alaska Intergroup**  
Effective Date: 09, 2015

**AAI Policy #: Undetermined**  
**Adopted: 02, 2014**  
**Revised: 09, 2015**

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## **COMMITTEE BUDGETS**

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Purpose:

The purpose of explaining the process for developing committee budgets.

Additional Authority:

None

Scope:

Anchorage Alaska Intergroup

Responsible Party:

Anchorage Alaska Intergroup

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### **POLICY**

**Non-Income Returning Committees:**

Bylaws Review Committee, Financial Committee, Outreach Committee, Publications Committee, 12th Step Within Committee and Technology Committee. The committee costs include reproduction, postage, and literature. The regular costs of producing The Northern Lights, meeting lists and website monthly charges are included in the Administrative Budget.

**Income Returning Committees:**

Retreat Committee - Budgets should include all items required for staging Retreat.

Estimated income should be presented.

Special Events Committee - Budgets should include all items required for staging planned Special Events. Estimated income should be presented.

### **PROCEDURE**

**A. For Non-Income Returning Committees:**

Budgets are set as the total amount planned to be spent during a fiscal year.

Costs, which exceed budgets, must be approved by the Intergroup prior to

incurring the expense. All monies are held by the treasurer in the general fund.

At the end of the fiscal year, all committee budgets are considered exhausted.

B. For Income Returning Committees.

Budgets shall be allocated for seed money necessary for staging events. All income from the event shall be credited to the committee. These committees shall have their budgets replenished up to the amount initially allocated in order to go forward with subsequent events. Should an event not provide sufficient income to replenish the budgeted amount, income from other events of that fiscal year may be used to replenish the committee's budget up to the amount initially allocated. IG monies are held by the treasurer in the general fund. At the end of the fiscal year, all committee budgets are considered exhausted