

**AFG Southern NV Literature Distribution Center Five Year Budget Purposal to Achieve It's Goal(s)**

**(last edited 11/1/17)**

<b>Non-taxable Revenues</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>	<b>%</b>	<b>Notes: (To Included Tradition or Concept &amp; policy decisions by Committee)</b>	
Revenue from Sale of CAL	\$16,500.00	16,030.00	16,350.60	16,677.61	17,011.16	82,569.38	98.15%	CAL Revs.	CAL Sales Projected with a 2% increase each year
Revenue Shared Insurance with AFG	\$0.00	197.96	169.68	169.68	169.68	707.00	0.84%	Insurance	1/16 Church's rental agreement required groups to have insurance. In light of Tradition 7 and Concept 1 & 2, the Depot agreed to share its insur. policy with groups that were willing to share the expense of the insurance (Premium and deductible were divided per # of hours the Depot and each group would need coverage.) Funds to be held in Depot's account in case a claim needs to be filed because the Insurance Policy is in the Depot's name.
Revenue from Fundraiser to become a nonprofit	\$0.00	400.00	450.00	0.00	0.00	850.00	1.01%	Fundraiser	April 2016-Fundraiser to cover one time fees of IRS. Serenity Prayer Pens and laminated bookmarks were chose by the committee. Prices of \$5.00 and \$1.00 were also decided by the committee members. Bookmarks and laminated supplies and equipemnt used were supplied by Stacy B. Pens were purchased from Amazon.com using Stacy B.'s personal discount.
<b>Total Revenues</b>	<b>\$16,500.00</b>	<b>\$16,627.96</b>	<b>\$16,970.28</b>	<b>\$16,847.29</b>	<b>\$17,180.84</b>	<b>\$84,126.38</b>	<b>100%</b>		
<b>Revenue Average</b>						<b>\$16,825.28</b>			

<b>Expenses</b>	<b>P</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>	<b>%</b>		
Advertising		\$0.00	150.00	150.00	150.00	150.00	600.00	0.71%		
Business/Liability Insurance		\$423.00	410.00	400.00	390.00	380.25	2,003.25	2.38%	Insur. Exp.	(policy has 2.5% inflation/deflation yearly adjustment rate)
Contributions to WSO		\$0.00	0.00	0.00	0.00	0.00	0.00	0.00%		Determined by Difference at the end of the Budget (percentage TBD by end of 2018)
HP Printing Service		\$0.00	11.00	60.00	60.00	60.00	191.00	0.23%	Printing SVC	7/2016- Printing Service was obtained in order to offer groups and members access to CAL obtainable only online as downloads from WSO. The Depot also uses the service to obtain financial documents, website orders, and online communications from WSO, groups, and local service arms. Printing service offered to groups and members at cost.
Internet (T-Moblie)		\$0.00	0.00	175.00	420.00	420.00	1,015.00	1.21%	Internet	The Church is looking into obtaining wifi service in 2018- this expense may be eliminated in 2018.
Merchant Fees		\$0.00	0.00	0.00	914.60	932.89	1,847.49	2.20%	Merchant	To being accepting debit/credit card payments by the end of 2017
Office Supplies		\$53.00	25.00	100.00	75.00	50.00	303.00	0.36%		2015 Expected to decline due to bulk buying
Phone (Cricket)		\$350.00	498.00	540.00	540.00	540.00	2,468.00	2.93%		(purchased phones in 2015 and sold one in 2015)
Furniture, Equipment/Software (purchases, upgrades and repairs)		\$750.00	825.00	1,500.00	1,500.00	0.00	4,575.00	5.44%	Equipment	Oct 2014- In accordance with Tradition 6 (Paths to Recovery) the AFG- LDC may own equipment necessary to operate the Depot. As result of the previous volunteers using their personal office equipment and supplies- the Depot began purchasing these things for itself, so that volunteers would have everything they needed at the Depot to perform voluntary service at the Depot.
Professional Services		\$0.00	0.00	0.00	250.00	250.00	500.00	0.59%	Profess.	Related to complaine with nonprofit regulation

Rent to Lakes Lutheran Church	\$250.00	300.00	654.02	667.10	680.45	2,551.58	3.03%		Original Rent Agreement (2% of CAL Sales) was increased to 4% of Sales by Depot Committee in July 2016 (policy: voluntary increase to be reviewed yearly to ensure Depot is still able to meet all its needs.
Increasing & Replenish Stock Reserves	\$13,500.00	12,000.00	11,000.00	9,500.00	9,500.00	55,500.00	65.97%	Maintain Stock Levels	2015-2016 increasing stock reserve to 9mo.-12mos. Purchase all books by the case (25% discount) reduce yrly expense 25% to 30% from previous years.
State & Federal Compliance	\$0.00	0.00	1,500.00	1,000.00	250.00	2,750.00	3.27%	Compliance	Initial Costs to become a non-profit
Subscriptions (website)	\$194.00	210.00	210.00	210.00	210.00	1,034.00	1.23%	Subscriptions	added search engine to website in 2016
Support Local Services & Pubic Outreach	\$610.00	19.62	0.00	0.00	0.00	629.62	0.75%	LS & PO	Free Literature Policy suspended 4/15 See Prudent Reserve Notes for continued Support of Local Services as well as Depot's Vision 2015-2020
Travel	\$0.00	25.00	0.00	0.00	0.00	0.00	0.00%	Travel	can include registration fees to attend certain functions
Prudent Reserve (Set aside for future needs) 1) nonprofit fees and equipment/software upgrades \$5000+ 2) \$1500.00 Insurance deductibles shared with groups that contributed to the deductible pool. 3) lease/purchase location for all local service arms to use.	\$370.00	2,154.34	817.53	833.88	1,701.12	5,876.87	5% to 15%	Prudent Reserve	(See Concept 12 General Warranties, prudence; Paths to Recovery) 3/15 Revenue set aside to lease/purchase a location for all Service Arms to use in the future. Policy for saving for this need is minimum of 5% of all CAL yrly. sales and not more than 15% of revenue of CAL yrly. sales. By 2019, the savings are estimated to be between \$4,100 to \$12,300. 2) Insurance deductible contributions by groups- If all groups at the church close or move, the deductible amounts paid (\$568.97) by the groups will be donated to AIS (Intergroup) or to WSO. The deductible paid by a single group is not refundable should the group close or move. (see AFG Insurance Agreement for more details)

<b>Total Expenses</b>	<b>\$16,500.00</b>	<b>\$16,627.96</b>	<b>\$17,106.55</b>	<b>\$16,510.59</b>	<b>\$15,124.70</b>	<b>\$81,844.80</b>	<b>97.29%</b>		
<b>Average Operating Expenses</b>						<b>16,368.96</b>			
<b>Difference (Excess Funds)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$136.27)</b>	<b>\$336.71</b>	<b>\$2,056.14</b>	<b>\$2,281.57</b>	<b>2.71%</b>	Difference	2015 decision- Increase Operating Account to cover one-year average operating expenses in 2018 after stock levels, nonprofit status, and Equipment purchases are achieved (expected by mid 2018 to mid 2019)
<b>Reserve &amp; Operating Account Year End Balance</b>	<b>\$9,525.98</b>	<b>\$11,111.83</b>	<b>12005.53 as of Oct 31</b>						

**FINANCIAL & BUDGET POLICY Decisions: (Governed By the Depot Committee's Group Conscience)**

(Decided March 2015- Effective April 1, 2015)

(Stacy B., Lucy G., Phil H., Libby)

1. The Depot shall maintain a budget report covering a minimum period of three years.
  - a) The budget shall include estimated operating expenses, current and future projects decided by the Committee, and a prudent reserve to cover future needs.
  - b) The Prudent Reserve shall be a line item in the Depot's budget and shall only consist of monies set a side for stated purpose(s) decided by the Committee.
    - 1) Stated purpose of money in reserve shall be specified in budget report.
    - 2) Long-Term Reserve funds may be held in an account separate from operating expenses. That account may be an interest bearing account not to exceed\_\_\_\_%. (TBD)
    - 3) Prudent Reserve Account withdrawals require committee's approval and subject to same voting policy as all budget policies (see #2).
  - c) Operating expenses and Committee approved project expenses are not subject to committee's approval before they are paid.
    - 1) All financial accounts opened on behalf of the Depot shall have at least two signers on the account(s) and require pre-approval by the Committee.
    - 2) Operating account shall maintain at least the minimum balance of one-years operating expenses. (approved 4/2016 Stacy B., Lucy G., Phil H., Rosie M. Libby)
2. No budget policy decision made by the Committee may be changed by a single individual.
3. Budget Policy Decisions are to be determined by a substantial majority (3/4) of the Committee.
  - a) Policies being considered for approval must accompany all related information available including cost analysis associated with adopting the policy.
  - b) Committee may approved policies for a trial period and evaluate the outcome of the trial before committing to a longer-term policy. Trial period length shall be noted in the budget.
4. All policies are to adhere to the principles in the 12 Traditions, 12 Concepts, and G-18 Guidelines (<https://anon.org/members/pdf/guidelines/G18.pdf>) . Policies made contrary to such are null, and void of funding. Reserve Fund Guidelines (G-41) also guide policies of the Depot's Prudent Reserve and Operating Account. (<https://anon.org/members/pdf/guidelines/G41.pdf>)
5. A written record of budget policies shall be kept at the Depot's physical location and available for viewing by the DRs and regulatory agencies. Copies may include a charge not to exceed the Depot's cost of printing (currently \$0.04 per copy)

6. Budget Difference (money with no stated purpose), considered "excess money" may automatically be donated to WSO at the end of the year if the Operating Account policy minimum and Stock Policy minimum have been met.

7. Stock levels to average between 9 months (books) to one year (pamphlet) levels in order that the Depot may attend events with the CAL and still maintain enough literature at the Depot for groups and members to purchase. (changed from 6 mo supply to new policy 1/2017 Stacy B., Lucy G., Phil H., Rosie M.)

8. No Committee member shall sign a contract on behalf of the Depot without the Committee's approval.

#### **SHARED INSURANCE POLICY**

(Decided December 2015- Effective January 1, 2016) (Stacy B., Lucy G, Rosie M., Phil H.)

9. The Depot shall share insurance coverage with AFG groups that meet in the territory of the Depot located at Lakes Lutheran Church.

a) The term referred to as territory in the Allstate Insurance Policy, is the physical location or place where the Depot operates, and designated by lease/contract with Lakes Lutheran Church called UMACHT HALL.

b) In accordance with Tradition 7, The groups shall pay a portion of the insurance premium each year to the Depot, and are responsible for a portion of the deductible (\$500 and \$1000) totaling \$1500.00 for accident, injury, and property damage.

1) The AFGs' portion and Depot's portion of premium and deductible are to be determined by the number of hours each entity/group requires insurance coverage. Premium Payments are due by March 1st of each year. (please see AFG Insurance Agreement for breakdown)

2) In accordance with Concept 2 (Paths to Recovery) the Deductible payments paid to the Depot in advance by the AFGs shall be held in the Depot's Prudent Reserve with the Depot's deductible portion. The advanced funds are to be managed by an authorized Depot Committee Member. Total Deductible Reserve shall always be \$1500.00, and used for future claims submitted by the groups that contributed to the deductible, or by the Depot. All claims filed on behalf of a group shall be submitted to the insurance company only by an authorized Depot Committee Member.

3) If ALL AFGs move or close their meetings, the portion of unused deductible paid by the groups shall be donated to AIS (intergroups) or WSO. No refunds are given to any single group that chooses to move or close its meeting.

4) If the Depot moves to another location or closes, the deductibles will be refunded to the groups that paid into the Deductible Reserve, provided that no claims are pending.

5) AFG's yearly premium portion may be adjusted every three years to reflect Actual cost of insurance and over- payments by groups. No profits shall every be made by the Depot for sharing insurance with the AFGs located at Lakes Lutheran Church.

6) Groups are NOT covered under the insurance policy if they fail to pay the yearly premium due by March 1st.