

**Jackson Area Intergroup
Ad-Hoc Committee Recommendations
August 2006**

The ad-hoc committee was tasked to explore four issues:

1. Prudent reserve should be “one to twelve months expenses” It is this committees recommendation that we should keep a prudent reserve of sixth month’s expenses, or roughly \$6000 in a separate Savings account.

2. Office needs

Internet service - In order to maintain a website and email service for Jackson area intergoup this committee recommends we prepay one year of Bellsouth “Fast access DSL lite” at \$24.95 a month, roughly \$300. We would get the modem for free. This is a cheaper and better service than getting an additional phone line at \$19.99 a month plus dial up internet service at \$9 a month.

It is time to consider getting a paid office worker and to change the current hours of operation for the office. One of the biggest complaints about the office is that no one can ever get in to buy books. If we are going to say that we are open during certain hours, we should be open during those hours. If we are unable to stay open during the hours we say we’ll be open, then we need to adjust accordingly. We think that volunteers would be more easily come by if we open the office during non-normal business hours.

M-F 3:00 PM - 7:00 PM

SA 9 AM – 3 PM

27 hours a week @ \$6.50 and hour for 4 weeks = \$702 a month

We currently have an auto allowance for Michael of \$400 a month, so this would only be an additional \$302 a month to ALWAYS have someone in the office when we say we’re going to be open.

The office should look into getting a good quality laser printer / scanner. Instead of having to pay to have stuff copied and printed, we could do it ourselves for much cheaper. A nice one will cost about \$700, but we believe it’s worth it in the long run.

Also to consider is that the guidelines for intergroups recommends that we incorporate into a non- profit. We have asked Andre C. to talk about the hassles vs. the benefits of non-profit status.

Lastly, we need an operating web site and email address. Most intergroups are online now, and it makes it very easy for visitors to Jackson to look up meeting online and to shoot a quick email to receive contact info for fellow AA’s in Jackson.

3. Spend Excess – Anything more than our prudent reserve and expenses should be given away according to the guidelines for intergroups.

4. How to become more self- sufficient.

We need to do a thorough review of our finances and expenses. We recommend that an independent accountant take a look at our operations and finances for the last year and determine where waste exists so that we can eliminate all excess spending. In addition, neither Steve nor I knew what our savings account was, and if Steve, who has been involved with intergroup for years, doesn't know, then it is probably a mystery to many. There are several accountants in the program who might be willing to do so. As we take a look at our expenses, we can see where we can save money.

We also need a more thorough and firm budgetary process. The Big Book says that any business who doesn't take a regular inventory will go broke, and the budgetary process is a kind-of financial inventory. This committee recommends that we project quarterly budgets, and attempt to adhere to them strictly.

We need to take a look at how AA literature is purchased and sold. According to the AA intergroup guidelines "It is also possible to buy books from G.S.O. for resale at the retail price, the profit going to support the central office. The conference approved literature catalog describes various discounts." If we can use this to help defray office expenses, then why are we not doing this?

If the office is open during regular hours, we can also be assured of more sales from groups who will then not go to the National Council to buy their books.

Newsletter. The intergroup can also publish a quarterly newsletter, including local AA's stories, announcements of local events, and publishing meeting information and changes. The AA guidelines say that this can also be sold at a slight profit to offset office expenses.

(BTW, we need to again retain publishing of our own when and where's . This is a primary function of the Intergroup, and we cannot simply outsource it to an outside body. Additionally, Old timer's is welcome to make contributions to the Intergroup, but may not dictate how that money is used (every group operates autonomously)).

Special events. "Some service offices hold yearly banquets, conventions, and similar events, using the 'profits' for support of the office." Something to consider . . .

Basically, the intergroup, though not a business, could learn a lot from sound financial planning and accounting of expenses. We believe this to be essential to the continued long-term financial feasibility and survival of the intergroup and central office.