**Date:** February 9, 2019

**Maker:** Sam L.

**Position:** AD, Northern New England Region

**Seconded By:** James P.

**Position:** RD, New England Region

**Rationale by Maker:**

The NEZF currently has ongoing expenses to fund the NEZF website at $90/year, a zoom account at $182/year, secretary expenses and optional donations for unfunded trusted servants that compose the administrative committee of the NEZF (meals, travel and lodging).

The current methodology for managing these expenses is that the 12 member regions bring cash or checks that are made out to the web servant (for website expenses) or the vice chairperson (for unfunded trusted servant donations) and the secretary (for secretary expenses). Until recently, the chairperson paid for the zoom account out of pocket without reimbursement. These trusted servants deposit the funds into their personal bank accounts and pay the expenses from their personal accounts because the NEZF does not have a checkbook or alternative mechanism for managing income and expenses. There is currently no budgeting process for the NEZF and the financial reporting is informal.

The NEZF took the first step toward resolving the issues described above during its December 2018 virtual meeting when the body approved in principle the creation of a Treasurer position and the consolidation of Zonal financial responsibilities thereunder. However, absent the creation of policy that clearly outlines the Treasurer’s responsibilities, operations and oversight, this new position will be unable to effectively assure that NEZF funds are used responsibly. Therefore, the Northern New England and New England regions would like to present the following proposal, which we offer in two parts, the second of which will not be offered if the body cannot reach consensus support on the first.

**Part 1- Creation of NEZF Checking Account**

**We Propose**: To authorize the NEZF Vice-Chair to obtain a Tax Identification Number from the IRS in the name of the Northeast Zonal Forum and open an NEZF checking account.

**Intent:**

Since the proposal to create a policy for the newly-created Treasurer position cannot be written without reference to the Treasurer’s relationship to an NEZF checking account, this motion first allows the NEZF administrative committee member currently responsible for managing NEZF funds to open an NEZF checking account. This allows the NEZF to create policy around the Treasurer’s responsibilities that includes reference to an NEZF checking account.

**Financial Impact:** None.

**Policy Affected:** None.

**Part 2- Creation of NEZF Guidelines for Treasurer’s Responsibilities**

**We Propose**:

To *add* the following to the NEZF Guidelines, Section 4- Trusted Servants:

3. Treasurer

Responsibilities:

* The Treasurer will produce an annual NEZF spending plan to be reviewed and approved by the NEZF body each year at the October in-person meeting for the subsequent calendar year.
* The Treasurer will produce and distribute an NEZF financial report at each NEZF meeting showing all NEZF income and expense and progress against spending plan.
* The Treasurer will be the main signatory on the NEZF bank account (with the NEZF Chair, Vice-Chair and Secretary as additional signatories to the NEZF checking account), making all bank statements available upon request.
* The Treasurer will deposit all NEZF funds and pay all planned NEZF expenses from the NEZF checking account, including providing receipts to regions who have given NEZF donations.
* The Treasurer will create a monthly schedule of tasks corresponding to the meetings of the NEZF including an annual reconciliation or audit of the NEZF checking account activity.
* The Treasurer must have seven (7) years of continuous clean time.
* The Treasurer has additional financial responsibilities as outlined in Section 8- Financial

To *modify* the NEZF Guidelines, Section 4- Trusted Servants as follows:

2. Vice-Chair

~~6. The Vice-Chair has responsibilities as outlined in Section 8- Financial.~~

6. The Vice-Chair will oversee the actions of the Treasurer, including the facilitation of an annual reconciliation or audit of the NEZF checking account activity.

To *modify* the NEZF Guidelines, Section 8- Financial as follows:

* 1. Replace ‘Vice-Chair’ with ‘Treasurer’
  2. Replace ‘Vice-Chair’ with ‘Treasurer’

**Intent:** To create policy that allows the newly created NEZF Treasurer position to effectively manage NEZF funds in keeping with our fifth and eleventh concept for NA service.

**Financial Impact:** None.

**Policy Affected:** Section 4- Trusted Servants, Section 8- Financial