

Operational Guidelines for the LDC/Office/Storage Facility-Approved By the Board of Directors of
Connecticut Al-Anon Family Groups Services, Inc. on 4/13/2016

Connecticut LDC Finance Committee

All LDC staff members-Office Manager, Assistant Manager and Treasurer will be bonded by the Area.

The Finance Committee will consist of at least 5 and not more than 7 members. The minimum membership of the Finance Committee will consist of the LDC Treasurer, Area Treasurer, LDC Office Manager, and two additional members with business world experience. The LDC Treasurer will be the Chairperson of the LDC Finance Committee. At least one member must have World Service Conference experience as well. Up to 2 additional members with business world experience may also be selected by the Finance Committee from the fellowship. The appointed members of the LDC can hold the position no longer than six consecutive years.

The Finance Committee will meet at least once each quarter to review the LDC finances and assure that expenditures are not exceeding the budgeted amounts. The Office Manager and LDC Treasurer shall provide complete reports to the Board of Directors quarterly. Annually the committee will prepare a budget proposal to be presented to the Board of Directors.

The LDC will have a business checking account, to receive payments and pay out necessary expenditures. The LDC Treasurer and Office Manager will be approved signatories, with only one signature required on all checks in order to facilitate smooth business operations. The Office Manager will sign checks only in case of need when the Treasurer is not available.

The Finance Committee shall assure that financial audits are conducted by an appropriate third party according to the schedule decided by the Board of Directors. The Finance Committee shall also assure that the physical audits and inventories are properly reconciled and any discrepancies accounted for.

The Office Manager, Assistant Office Manager, LDC Treasurer and all members of the Finance Committee must be active Al-Anon members in good standing. All of the above shall pass background checks.