

# A Glossary of Financial Terms for Region One

**ACCOUNT** - For Region One, this refers to the checking, savings, and PayPal accounts where our money is kept. We use *category* and *line item* to refer to specific uses of the money in those accounts.



**ACCOUNTING PERIOD** - The period of time for which a report is prepared. It could be a week, a month, a quarter, the year to date (YTD), a fiscal year or a calendar year. The Assembly binder has a YTD report that covers January 1, 2017 to June 30, 2017.

**ASSETS** - An item of current or future economic benefit. Region One's assets are the money held in the checking, savings and PayPal accounts. See also liabilities.



**AUDIT** - A careful look at the financial activities as of the end of the fiscal year (December 31) and covering the previous 12-month period. The audit is prepared by the Audit Committee. An audit checks that Region One appears to have followed all generally accepted accounting practices (GAAP) appropriately and that the financial reports are a reasonably accurate representation of our financial condition. The audit report may include recommendations for changes to our policies and procedures.

**BALANCE SHEET** - Statement showing our assets and liabilities at the end of the fiscal year.

**CASH BASIS** - A way of accounting for our income and expenses that records each item in the month it happens.

**CASH FLOW** - Money coming in and money going out. A positive cash flow is more money coming in than going out. A negative cash flow is more money going out than coming in.

**CATEGORY** - A description of where money comes from and goes to. For instance, "Journal Sales" is a category of our income, as is "Group Donations". "Postage and printing" is a category of expense. Each category is a line item on the budget proposal and the income/expense report.

**DEFICIT** - More expenses than income during an accounting period. See surplus.

**DONATIONS** - Money given to us by individuals, groups and service bodies.

**EXPENSES** - The regular costs of doing business. Also called operating expenses.

**IN-KIND** - Non-cash items of value, such as specialized volunteer labor, donated goods or professional services.

**INCOME** - Money coming in to Region One. We receive individual, group or service body donations and we receive money generated by committee activities, such as journal sales by the Ways and Means committee or Convention income from the Convention committee.

**INCOME/EXPENSE REPORT** - A summary of the revenue and expenses of an organization during an accounting period.

**LIABILITIES** - Items owed by an organization or claims against its assets. Region One's only liability is the Prudent Reserve.

**NET** - The difference between one number and another. It is usually applied to income and expenses or to assets and liabilities. It can be a deficit or a surplus. Also known as the bottom line.

**OPERATING ACTIVITIES** - Items that relate to the organization's main business or program activities. All of Region One's activities are operating activities.

**PREPAID EXPENSES** - Items an organization pays for in advance of their being due. Examples include insurance premiums and rent that may be paid for a twelve-month period at the beginning of the year. Region One does not have any prepaid expenses.

**PRUDENT RESERVE** - Funds set aside annually to be used in case we have low income or high expenses. The prudent reserve amount for Region One is designed to cover 6 months of expenses, and the amount is calculated by averaging the previous 3 years' expenses divided by half.



**RESTATEMENTS** - Revisions of an organization's earlier financial statements. The need for restatements can result from fraud, misrepresentation or a simple clerical or calculation error. In most cases, it's an error.

**REVENUE** - See Income.

**SURPLUS** - The excess of income over expenses during an accounting period. See deficit.

**TARGETED DONATIONS** - Funds donated that must be spent on a specific program; for instance donations for Representative/Delegate Support or for PI/PO.

When making donations to OA World Service, please include your group or intergroup registration number. Not sure of your number? You can find it using the find-a-meeting function at [oa.org/find-a-meeting](http://oa.org/find-a-meeting).

Thank you for supporting OA!

## A Message from Our Treasurer

— Bonnie L., General Service Trustee, Treasurer

My name is Bonnie and I am a recovering compulsive overeater, currently serving as your treasurer. This has been a very busy quarter.

### Write the Registration Number on Group and Service Body Contributions

In October of each year, your Executive Committee members (the General Service Trustees and Board of Trustees chair) meet with World Service Office managers to prepare our annual budget. In November, the full board meets to review and approve the budget. We have just approved our 2018 budget of approximately US\$1.7 million. That's the amount it costs to effectively carry the message; to print, translate, and distribute OA literature; and to staff the WSO. Every contribution you send helps toward that cost and is very much appreciated.

In fact, we receive as many as 150 contribution checks every week. But as many as half of these don't have the contributing group or service body's registration number written on them. This is important information used to assign the contributions properly to your group or service body. It means the WSO staff must take a great deal of time to look up these registration numbers.

If you don't know your registration number, go to [Find a Meeting](#) on [oa.org](http://oa.org) and look up your meeting information, which will include the registration number. It may take you just

five minutes, but multiply that time by about one hundred: that is the amount of WSO staff time that could be spent on much more productive work. If you need help finding your number, you can also contact your region chair, region trustee, or virtual services trustee. Our

*"We receive as many as 150 contribution checks every week, but half don't have the group or service body's registration number."*



WSO staff time is very valuable. In the coming months, the staff will be directed to stop tracing the sources of contributions sent without the required registration numbers. What that will mean is that unmarked contributions will ap-

pear in the "miscellaneous income" line, rather than being properly assigned to your group or service body. We would like to give you proper credit, so please help us out.

### Automatic Recurring Contributions

In the last issue of *A Step Ahead*, I shared about our ARC (Automatic Recurring Contributions) plan. On the [oa.org](http://oa.org) website there is a simple link allowing members to make direct contributions. It's interesting to see that the ARC contributions for October 2017 include 276 members contributing a total of US\$6,244.50. That's even more than some regions contribute, so ARC is clearly a valuable resource. Please consider making an ARC if you're not doing so already. Go to [oa.org/contribute](http://oa.org/contribute) to get started.

### Delegate Support Fund

At our November board meeting, I was involved in the distribution of funds from our Delegate Support Fund. I am pleased to say that we were able to support nineteen delegates for WSBC 2018. They will attend from the USA, Canada, South Africa, Greece, Germany, Austria, and also from our virtual groups. This is the first opportunity for some of these

service bodies to be represented, and is only possible through your contributions to this fund.

We sincerely appreciate your continued support! Together we can do what we could never do alone.

This article reprinted from the 2018 First Quarter *A Step Ahead*:

<file:///C:/Users/BeverlyM/Documents/Region%20One/Assembly%20Binder%202018/asa-q1-2018.pdf>

# Thank you for your donation to Region One

Below is an example check showing all of the information needed to properly credit your group or intergroup for your donation. There is no need to include additional forms if the check is filled out in this manner. **However, if this information isn't included at all, the donation will be recorded as a personal donation from the person named on the check.**

**Unsure of your group number?** Go to [oa.org/find-a-meeting/](http://oa.org/find-a-meeting/) and follow the search prompts using your meeting location, day and time. Your meeting number will be part of the search results. Please also include the name of the intergroup with which your meeting is affiliated. Thanks very much for your help.

**Mailing Address?** Region One Treasurer, P.O. Box 23235, Tigard, OR 97281

**Donating online?** We can receive donations online at [www.oaregion1.org/donations.html](http://www.oaregion1.org/donations.html). Please include the information shown in the check memo (below) in the "Note to Seller" field.

The image shows a check form with several fields highlighted in yellow. The fields are: DATE (June 26, 2018), PAY TO THE ORDER OF (Region One OA), \$ (100.00), One hundred and 00/100 (with a dashed line), MEMO (Mtg/Group #, Day, Time, City, State/Province and Part of ?? Intergroup (if affiliated)), and a signature box containing the word "Signature". The check number 1025 is visible in the top right and bottom right corners. There are also MICR lines at the bottom.

**Personal Donation?** Just write "personal donation" in the check memo, and be sure your name is on the check (or included in the "Note to Seller" if donating online).

*Thanks for helping us carry the message!*

# OA Group Treasurer Worksheet

Meeting Location & Day: \_\_\_\_\_

Meeting Number: \_\_\_\_\_ Covers Dates (From/To): \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

BEGINNING BALANCE.....\$ \_\_\_\_\_

Income – donations .....\$ \_\_\_\_\_

Income – literature sales .....\$ \_\_\_\_\_

Income-special events .....\$ \_\_\_\_\_

Income - miscellaneous/other .....\$ \_\_\_\_\_

EQUALS TOTAL INCOME .....\$ \_\_\_\_\_

Expenses – rent.....\$ \_\_\_\_\_

Expenses – literature .....\$ \_\_\_\_\_

Expenses – meeting supplies .....\$ \_\_\_\_\_

Expenses – scholarships.....\$ \_\_\_\_\_

Expenses – miscellaneous/other .....\$ \_\_\_\_\_

MINUS TOTAL EXPENSES .....\$ \_\_\_\_\_

EQUALS BALANCE ON HAND.....\$ \_\_\_\_\_

MINUS PRUDENT RESERVE (suggested three months' rent).....\$ \_\_\_\_\_

EQUALS EXCESS FUNDS (available for donation to service bodies) .....\$ \_\_\_\_\_

D O N A T I O N S T O S E R V I C E B O D I E S			
Intergroup	%*	\$	
Region One	%*	\$	Region One, P.O. Box 23235, Tigard OR 97281 USA
OA World Service	%*	\$	OA World Service, PO Box 44727, Rio Rancho, NM 87174-4727 USA

\*Donation percentages should be determined by group conscience. OA World Service recommends 60% to Intergroup, 10% to Region and 30% to World Service.