

Guidelines

The Shared Experience of Al-Anon Members

Finances for UK Groups

Al-Anon is open to everyone regardless of financial means. Tradition Seven tells us that "Every Group ought to be fully self-supporting, declining outside contributions." There are no dues for membership. Through their Groups and individually, members undertake to play their part in assuring the financial well-being of Al-Anon as a whole.

WHAT'S THE MONEY FOR?



Individual contributions are used first and foremost to support their own Group. The Group only needs to retain enough money for basic expenses. Any Groups' surpluses go to support the work of the District, the Area and the General Fund. Individuals can also give directly to the General Fund. The General Fund supports the work of the General Service Office and the Service Arms in the UK & Eire.

AREA EXPENSES CAN INCLUDE:

- hire of venue, online platform subscription.
- expenses of Area Committee members not reimbursed by Groups.
- fee for Area Delegate's attendance at the annual Conference.
- Area Delegate's expenses.
- local Information and/or local Telephone Service, where appropriate.
- Funding of Area Public Information.

DISTRICT EXPENSES CAN INCLUDE:

- hire of venue.
- District Representative and District Committee's expenses.
- funding of District Public Information.

EACH GROUP NEEDS:

- to appoint a Treasurer who keeps a record of income, expenditure and donations (see over).
- to report regularly on the Group finances.
- to ensure that Group funds are used for Group purposes, not for personal gifts to members such as flowers for the sick or assistance to needy members.
- to pass on surplus cash to the General Fund.



GROUP EXPENSES CAN INCLUDE:

- rent or donation for venue, online platform subscription.

- travel costs of Group Representative to District Meetings and Area Assemblies.



- donations to District and Area.
- supply of Conference Approved Literature
- funding of Group Public Information.

WAYS TO SUPPORT THE GENERAL FUND:

(see part 3 of the Service Manual)

Contributions to the General Fund at GSO enable Al-Anon to continue to provide essential services.

GROUPS

- **Donations** – passing on surpluses from donations taken at meetings.
- **Fund raising** – raffles, bring and buy sales, dances and social events within the membership.
- **Annual Appeal** – members and Groups are encouraged to respond to the annual appeal.

INDIVIDUAL MEMBERS

- **Gift Aid (UK taxpayers only)** – Gift Aided donations enable Al-Anon to benefit by claiming a refund from 'His Majesty's Revenue and Customs' (HMRC). *NB Gift Aid forms are available from GSO and on the website.*
- **Planned Giving (UK and Eire)** – this is for members who wish to make a regular donation but who do not, or who cannot make Gift Aided donations.
- **In Memoriam Contributions** – Any member may make contributions to the General Fund in memory of anyone who is deceased.
- **Payroll Giving** – only available to members whose employer runs a Payroll Giving scheme.
- **Bequests** - when making a Will, members can leave money to Al-Anon with a bequest to Family Groups Ltd. (for information, contact GSO).

The General Fund is used to carry the Al-Anon message by funding the following Service Arms:

THE GENERAL SERVICE OFFICE (GSO): the clearing house for Al-Anon and Alateen services in the UK & Eire

- maintains telephone services, including an out of hours helpline and eResponders service.
- maintains a website with an up-to-date index of Group meeting places.
- maintains records of registered Groups.
- distributes Al-Anon/Alateen literature.
- organises and administers the annual Service Conference.
- co-ordinates national Public Information work.
- provides support for all Service Arms.
- maintains a register of Alateen Screened Group Sponsors.
- provides Group insurance.

THE ANNUAL UK & EIRE SERVICE CONFERENCE:

- makes decisions concerning issues which affect Al-Anon in the UK and Eire as a whole.
- receives reports from the Service Arms.
- approves the annual income and expenditure account and the annual budget.

THE STANDING COMMITTEES:

- make recommendations to the GSB and Conference on matters concerning Finance, the UK & Eire Service Conference, GSO, Alateen, Editorial, GSBNC, Literature, the UK & Eire Service Manual and co-ordinates national Public Information work.

THE GENERAL SERVICE BOARD (GSB):

- has overall responsibility for Al-Anon in the UK and Eire.
- is the principal planning committee, carrying out the decisions of Conference.

Duties of the Group Treasurer – see part 1 of the Service Manual.

For an online UK Group, the meeting must set up an online bank account in the UK. Treasurers must reside in the UK.

- acts as collector, custodian and disburser of funds.
- Periodically reminds both members and the Group that they may send donations to District, Area and GSO for the General Fund throughout the year.
- organises the collection at Group meetings.
- asks another member to help count and record in-person collections.
- Keeps a record of all receipts and expenditure.
- Submits a financial statement to the Group at regular intervals.
- encourages individual contributions via Gift Aid, Payroll Giving and the Planned Giving Scheme.
- draws members' attention to the annual appeals for contributions to GSO and the WSO.
- Ensure that only sufficient funds to meet Group's needs are held.

Donations to the General Fund may be:

- Made by bank transfer which is the preferred method of payment. Bank details can be found on the members' section of the website
- made on the members' section of the website using the online payment system
- sent to GSO as cheques, made payable to Family Groups Limited
- made by debit or credit card over the phone or by post.

Please do not email your card details to GSO as this creates a security risk.

UK Taxpayers are encouraged to use Gift Aid wherever possible.

FOR EIRE PLEASE NOTE: Groups in Eire must follow the procedures laid out in the document *Group Finance in Eire* as required by Irish law.

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