



**CoDA Service Conference (CSC)  
2024 Motion Form**

**Check one:**

\_\_\_\_ **Motion submitted by:** Board - CoDA Inc.

\_\_\_\_ **Motion submitted by:** Board - CoDA Resource Publishing (CoRe)

**Motion submitted by:** (Committee)

Committee Name: Finance Committee

\_\_\_\_ **Motion submitted by:** Voting Entity (VE)

VE Name: \_\_\_\_\_

**Submitted Date:** 4/29/24

**IMPORTANT DEADLINES:**

- **Motions** are due **75 days** prior to CSC which for this year is **Wednesday, 2024 May 8**.
- **Bylaw** changes/amendments are due **75 days** before CSC which for this year is **Wednesday, 2024 May 8**. These changes/amendments cannot be brought to the floor if this deadline not met. In accordance with our Fellowship Service Manual (FSM) and CoDA Bylaws, Bylaw amendments are to be submitted to the Board Secretary: [secretary@codas.org](mailto:secretary@codas.org).
- **Revisions** are due **60 days** prior to CSC which for this year is **Thursday, 2024 May 23**.

**Motion Number:** 1. ( ) 2. (X) 3. ( ) 4. ( ) 5. ( ) (Check One)

**Revision #:** \_\_\_\_\_

**Revision Date:** \_\_\_\_\_

**Note:** Please refrain from using CoDA acronyms such as VE, CEC, IMC, etc. when completing this form unless you make a reference such as: CoDA Events Committee (CEC) then use CEC.

**Motion Name:** Finance Committee Duties in the Fellowship Service Manual

**Motion** – In this section write exactly what the motion is. Do NOT attach a file. (If the motion is to change something in the FSM, be sure to write exactly how the wording should appear in the FSM):

The Finance Committee moves to change the Finance Committee entry in Part 5, Section 3 “CoDA Standing Committees” of the Fellowship Service Manual to read as follows:

## **Finance Committee**

The CoDA Finance Committee works with the CoDA Treasurer and Board to provide financial oversight, analysis, and advice to the Fellowship of CoDA with respect to:

- Prudent budgeting and investing
- Financial stability
- Monetary resources of the CoDA Fellowship.

### **Finance Committee Responsibilities:**

- Review annually the amount of our prudent reserve, which is currently defined as equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.
- Annually compile an overall budget in cooperation with the committees and the Board. The committee considers whether or not CoDA's revenue supports the budget requests and allows for our prudent reserve, and makes a motion to approve the overall budget at the CoDA Service Conference (CSC).
- Provide input to the CoDA Service Conference related to the financial implications of proposals under discussion and suggest options.
- Apprise the CoDA Board and Fellowship of changing financial circumstances, which might require budgetary adjustments between CoDA Service Conferences.
- Aid trusted servants with submitting expense reimbursement requests. Review expense reports submitted by committee & board members for adherence to Accountable Reimbursement Plan of Co-Dependents Anonymous, Inc. and CoDA's Expense Reimbursement Procedure.
- Review CoDA's investments for adherence to Conference approved policy and limits set by legal entities insuring financial assets.
- Review the Accountable Reimbursement Plan of Co-Dependents Anonymous, Inc. and propose amendments when needed.

**Intent, background, other pertinent information (Do NOT attach a file. If you have reference documents, please embed them here):**

Current version (2.4.2024) Part 5, Pages 12-13, to be replaced by the above, reads:

## **Finance Committee**

The CoDA Finance Committee works with the CoDA Treasurer and Board to provide financial oversight, analysis, and advice to the Fellowship of CoDA with respect to:

- Prudent budgeting and investing
- Financial stability
- Monetary resources of the CoDA Fellowship.

### **Finance Committee Responsibilities:**

- Calculate and report our prudent reserve to the Fellowship at the annual Service Conference. We may report it at other times of year if needed.
  - Annually review proposed budgets submitted by committees, boards, & Fellowship Services. The committee considers whether or not CoDA's income supports the budget requests and allows for our prudent reserve\* while integrating the requests into one overall budget.
  - Provide input to the CSC related to the financial implications of proposals under discussion and suggest options, as prudence requires.
  - The Finance Committee makes the motion to approve the overall budget to voting members at CSC.
  - Apprise the CoDA Board and Fellowship of changing financial circumstances, which might require budgetary adjustments between CoDA Service Conferences.
  - Review expense reports submitted by committee & board members for adherence to CoDA's Expense Reimbursement Policy.
  - Review CoDA's investments for adherence to Conference approved policy.
  - Review the Expense Reimbursement Policies and Procedures, and propose amendments when needed.
- \* Prudent reserve equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.

Underlined words are either changed or deleted. Two points about budgeting were combined. Aid to those submitting reimbursement requests was added to the review of expense reports.

**Remarks: What is the financial impact of this motion to the CoDA Budget this year and in future years?** The cost to implement this motion will be negligible: The cost of changing the FSM this year.

This motion redefines the Prudent Reserve to \$250,000, reflects a new approach to budgeting to aid committees in that process, and reflects the current duties of the Finance Committee.

**We ask that you use the most current FSM on coda.org and be very specific where this change should be made to include references to a certain sentence, paragraph, etc. You may copy and paste from the current FSM to ensure accuracy and indicate as “current wording:”, then list the change or update by indicating “new wording:”.**

**This motion requires changes to the following: (check all that apply)**

\_\_\_\_ CoDA Bylaws: Page/Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 1 – Structure and General Information: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 2 – Meeting Handbook: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 3 – Guidelines for Other Service Levels: Section # \_\_\_\_\_  
\_\_\_\_ FSM Part 4 – Service Conference Procedures: Section # \_\_\_\_\_  
X \_\_\_\_ FSM Part 5 – World Level Service Details: Section # 3 \_\_\_\_\_  
\_\_\_\_ Change of Responsibility: \_\_\_\_\_  
\_\_\_\_ Other: \_\_\_\_\_

**Specific details:**

**Section # and title: Section 03 CoDA Standing Committees**

**Copy and Paste from most current FSM on coda.org Updates based on CoDA Service Conference 2023**

**Last revised 2.4.2024**

**Motions** are to be sent to: [submitcsc@coda.org](mailto:submitcsc@coda.org)

**Bylaw changes/amendments** are to be sent to: [secretary@coda.org](mailto:secretary@coda.org)

If you want assistance writing your motion, please send email to [Board@CoDA.org](mailto:Board@CoDA.org)

**(Data Entry Use Only)**

**Motion result:** \_\_\_\_\_