

## Revised report of ad hoc Budget Committee, 1/6/07

Deborah and Martha met on 12/30/2006 to discuss options for revising the budget proposal for 2007, particularly in regard to Intergroup and OA literature. The results of that meeting were discussed in email by the entire Budget Committee.

This report summarizes our recommendations and makes three motions.

### Basic agreements

The Budget Committee agrees that:

- The IG budget needs to be balanced
- The priorities as presented in the November budget proposal are about right
- If Intergroup is to sell Literature, it must be in a more targeted, sustainable, way
- If Intergroup is to sell Literature, it must not make any particular profit *and* it must not lose money. (It must be “revenue-neutral”.)
- It is important for Intergroup to provide support and information to our related groups
- We can propose a way to provide literature, and provide the means for groups to get their own literature
- It is important to inventory the existing literature

### 2007 budget proposal

The Budget Committee proposes the following budget, based on these assumptions;

- Our income for 2007 will be about \$9,500.00. This is a conservative estimate based on gross income for the year 2005 and projected gross income for the year 2006 (with data through October). This income estimate does *not* include any Literature income in the amount. (Literature will be revenue-neutral.) If we have more money coming in, our first priority should be getting our Prudent Reserve to the recommended levels.
- Our rent, telephone, liability insurance and bank service charges are fixed.
- Our meeting lists copy expenses are the highest, non-fixed expense we have.
- We are planning to send 2 delegates to World Service in 2007, and because the 2007 Region Assembly and Convention is local and costs are fairly low, we will send up to the 6 allowed, if there are 6 who are willing to go.
- The Projects fund includes miscellaneous expenses such as marathons, flyers for fund-raisers, re-registering the non-profit Corporation in Oregon, and outreach activities not covered by the Mass Media Outreach large project fund.
- The Scoop, as moved and approved in November, will be provided primarily online, thus eliminating expenses for bulk mailing permit, bulk mail postage, and bulk copying. Single copies are available to anyone who wishes one and the amount allocated covers copying and postage for these.

- The Literature item is the cost of 50 Newcomer Packets for the Newcomers meeting, as we believe these *should* be an Intergroup Expense.

<b>Income</b>	<b>\$9,500.00</b>
<b>Expense</b>	<b>Annual Amount</b>
Rent	\$900.00
Phone	\$2,000.00
Insurance	\$250.00
Bank	\$40.00
Meeting Lists	\$500.00
Delegates	\$5,000.00
Projects fund	\$300.00
Newsletter - Scoop	\$200.00
Literature	\$100.00
Prudent reserve	\$210.00
<b>Total</b>	<b>\$9,500.00</b>

### **Specific policy recommendations to support the budget**

To meet the goals of balancing the budget and providing literature in a revenue-neutral way, the Budget Committee strongly suggests the following points. The motions to support these suggestions follow and will be presented as business before the body.

1. Keep a core inventory of the most commonly requested items always on hand at Intergroup. Every month, order enough items to keep the core inventory stable. The budget committee's best guess as to the current core inventory is as follows. We are more than open to other suggestions but caution that the idea is to keep it truly "core".
  - Newcomer packets
  - AA big book
  - OA brown book
  - OA 12 x 12
  - OA 12 x 12 workbook
  - Voices of Recovery
  - For Today
  - Dignity of Choice pamphlet
  - 15 Questions card
  - Welcome Back pamphlet

- Before you take that first compulsive bite pamphlet
  - The Abstinence book
  - The little "meeting in a pocket" folding card
  - Fourth Step Inventory booklet
  - Literature catalogs
2. Inventory the current stock (Martha has done this already). Dispose of any non-core items we currently have (donate, sell at Serenity Retreats). Keep one copy of all pamphlets.
  3. Keep a binder which includes one copy of all English pamphlets provided by WSO.
  4. When new books or pamphlets are approved and published through WSO, Intergroup purchases one copy for review to see if it should be added or replace a current item on the core inventory list and goes into the binder.
  5. Provide several supports to help members and groups get literature from WSO, including:
    - Always have Literature Catalogs available at the Literature table
    - Provide a sheet of instructions at the Literature table for how to order online or by phone
    - Provide a simple, abbreviated order form for many of the more common items (core and non-core). Members can fill this out and pay for the order one month, and pick the literature up the next month. Intergroup could include these items in the regular order of core inventory replacements. This allows groups to purchase larger volumes of core items than Intergroup carries, or to order items that are not in the core set but are still fairly popular.
  6. Price the literature at cost plus WSO shipping and handling plus a small Intergroup handling charge above WSO shipping and handling. This is to cover actual costs of ordering the material from WSO, with a very small margin to allow for overhead costs such as dead inventory.
  7. Every month, the Literature Chair provides the Treasurer/Fellowship with complete information about literature sales, including:
    - Beginning inventory numbers for each of the core items after the month's order was received from WSO
    - Number of each core item sold
    - Amount received for literature
    - Amount received for shipping and handling
    - Number of each core item to be ordered for the coming month
    - Cost of the literature order for literature
    - Shipping and handling cost

## Motions

The Budget Committee respectfully withdraws the motion presented in November in regard to Oregon Intergroup ceasing selling Literature.

1. The Budget Committee moves that Oregon Intergroup adopt the 2007 budget as presented.
2. The Budget Committee moves that a new policy be adopted in the Intergroup's Policies and Procedures manual regarding how the Literature Committee functions. The new policy reads:

### **Literature**

Oregon Intergroup shall sell only OA approved literature in such a way that there is no monetary loss from such sales, including stale inventory losses and other overhead items.

The Literature Committee keeps a core inventory of the most commonly requested items always on hand at Intergroup and keeps a binder which includes one copy of all English pamphlets provided by WSO. Once a year, the Literature Chair presents Intergroup with a proposal for the list of core items for the coming year, based on the past year's sales and requests.

When new books or pamphlets are approved and published through WSO, Intergroup purchases one copy for review to see if it should be added or replace a current item on the core inventory list and goes into the binder.

The Literature committee provides a sheet of instructions at the Literature table for how to order online or by phone for members and groups to use to order their own literature without going through Intergroup.

The Literature committee provides a simple, abbreviated order form for many of the more common items. Members fill this out and pay for the order one month, and pick the literature up the next month. Intergroup includes these items in the regular order of core inventory replacements.

Every month, the Literature Chair provides the Treasurer/Fellowship with complete information about literature sales, including:

Beginning inventory numbers for each of the core items after the month's order was received from WSO

Number of each core item sold

Amount received for literature

Amount received for shipping and handling

Number of each core item to be ordered for the coming month

Cost of the literature order for literature

Shipping and handling cost

3. The Budget Committee moves that the Fellowship direct the Literature chair to determine:
  - Which books and pamphlets are to be the beginning core inventory for 2007
  - How many of each will be kept on hand for 2007