

**HAWAII AREA 17**  
**2021 PROPOSED BUDGET NARRATIVE**  
**May 30, 2020**

Aloha Area 17,

Attached is the Hawai'i Area 2021 budget proposal for \$41,518.50, followed by a line item explanation of each budget item. The budget reflects the priority of spending as set by the Hawai'i Area. The first priority of the Hawai'i Area is to ensure our voice is represented at the General Service Conference by our Delegate. The budget reflects totals set by reviewing the actual spending from the last three years, totals for this current budget year, and speaking with individuals who incur expenses while directly serving the Area. This budget also reflects AA's common views that a member's ability to serve ought not to be contingent on their financial status and that each of our trusted servants will practice financial prudence and be accountable to the Area body.

**Hawai'i Structures & Guidelines: 7.D Priority of Spending**

1. Delegate Expenses
2. Area Assembly and Committee Meeting Expenses
3. Standing Committee Expenses
4. Other Expenses

**Budget Notes:**

Line Item:	Amount	Note:
<b>Delegate GSC Expenses</b>	\$3,250.00	Set expenses that occur on a yearly basis to support our Delegate to the General Service Conference. Expenses are set to include splitting the travel costs of report-backs with the Districts.
<b>Officers &amp; Standing Comm. Chairs Airfare</b>	\$15,825.00	Projected travel expense for area officers and standing committee chairs to attend Area assemblies and committee meetings. As the home island of Area committee members is unknown, the Finance committee allocated the following committee members per island – Oahu 7, Maui 5, Kauai 2, Hawaii (Kona) 2, Hawaii (Hilo) 1. Airfare prices were the same used for last year's budget due to current unavailability of accurate pricing.
<b>Standing Committee Budgets</b>	\$4,700.00	The budgeted amounts for each standing committee determined by the Finance Committee. Amounts were set at \$300 or \$500 based on past expenditures. Additional funding can be requested from the Finance Committee, as needed. (Excludes AHC)
<b>Annual Hawaii Convention*</b>	\$2,380.00	Covers the cost of the Alternate Chair's and Alternate Delegate's required onsite participation as voting members of the AHC Steering Committee, which is a part of their Area Service position as outlined in the Area S&G.
<b>Information Technology</b>	\$830.00	The Finance Committee voted to create a new expense category to consolidate digital operating costs. The accrual for Computers & Software moved into this category. The Zoom business license has been added. Also, the costs of the website and mobile hotspot have been moved as they are Area operating expenses, rather than expenses of the Website committee.
<b>PRAASA*</b>	\$3,460.00	When possible, the area supports the Delegate and Chair to the Pacific Region Alcoholics Anonymous Service Assembly that happens each year. Recordings purchase was removed as no member has requested it from the Archives for the last 7 years. PRAASA is budgeted as a 3 day service event with 2 half days of travel, occurring in Area 93 in 2021.

<b>*Hotels and Meals</b>	*included	When the Area sends a trusted servant to a service event, the Area covers room and board. Hotels costs are estimated for location of event \$180.00/night. Meals are averaged at \$50.00/day = \$10 breakfast, \$15 lunch, and \$25 dinner while eating in hotels and restaurants.
<b>International Convention 2020 &amp; Accrual</b>	\$2,289.89	Due to the cancellation of the 2020 International Convention, the designated accrual funds will continue to be held for the 2025 International Convention in Vancouver, British Columbia, Canada. The accrual amount for the 2021 budget will be continued and reduced to \$100 to help cover the cost of international travel and exchange rates in 2025.
<b>Trustee Visit*</b>	\$1,625.00	The Pacific Region Trustee has been invited to attend the Area 17 Orientation Assembly January 9 & 10, 2021 in District 11 Kihei. Due to hotel costs at that time of the year, we are opting to provide a condominium lodging, car rental, meals, and airfare for Thursday through Sunday.
<b>All other line items</b>		Budgets are based on previous years' actual expenses.

As written in the Hawai'i Area Structure and Guidelines, the Finance Committee is responsible for monitoring the budget and making recommendations for any adjustments throughout the year. The budget and Area service work are supported by the 7<sup>th</sup> tradition contributions of Hawaii Area 17.

Submitted In Love and Service,  
Rachel S  
Area Treasurer, Panel 69

**SELF-SUPPORT**

*“The 7<sup>th</sup> Tradition states: “Every A.A. group ought to be fully self-supporting, declining outside contributions.”*

*“While contributions cover each group’s rent and other expenses, the 7<sup>th</sup> Tradition is essential at every level of A.A. service. It is both a privilege and a responsibility for groups and members to ensure that not only their group, but also their intergroup/central office, local services, district, area and the General Service Office remain self-supporting. The monetary amount of each contribution is secondary to the spiritual connection that joins us in Unity with AA groups around the world.”*

*Service material from the General Service Office*

**Hawaii Area 17  
2021 Budget Proposal**

			<b>Actual 17</b>	<b>Actual 18</b>	<b>Actual 19</b>	<b>Budget 20</b>	<b>Budget 21</b>
<b>Delegate Expense - General Service Conf.</b>							
	<b>Hotel</b>		\$209.00	\$299.00	\$0.00	\$600.00	<b>\$600.00</b>
	<b>Meals</b>		\$0.00	\$150.00	\$112.88	\$150.00	<b>\$150.00</b>
	<b>Minimum Cost Coverage to GSO</b>		\$1,600.00	\$1,800.00	\$1,800.00	\$1,800.00	<b>\$1,800.00</b>
	<b>Other Misc. Exp.</b>		\$221.00	\$123.94	\$39.90	\$100.00	<b>\$100.00</b>
	<b>Supplemental Support to GSO</b>		\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
	<b>Delegate Report Back</b>		\$530.28	\$979.57	\$538.32	\$600.00	<b>\$600.00</b>
<b>Total Delegate Exp. - Gen'l Svc Conf</b>			\$2,560.28	\$3,352.51	\$2,491.10	\$3,250.00	<b>\$3,250.00</b>
<b>Hawaii Area Assemblies &amp; Meetings</b>							
<b>Interisland Airfare</b>							
	<b>Officers &amp; Standing Comm. Ch's</b>		\$10,437.09	\$11,208.96	\$10,251.56	\$13,400.00	<b>\$15,825.00</b>
	<b>Assistance to Districts</b>		\$320.35	\$0.00	\$79.94	\$375.00	<b>\$375.00</b>
<b>Printing</b>							
	<b>Chair &amp; Alternate Chair</b>		\$52.28	\$384.92	\$92.65	\$300.00	<b>\$300.00</b>
	<b>Delegate &amp; Alternate Delegate</b>		\$577.34	\$265.77	\$490.84	\$400.00	<b>\$400.00</b>
	<b>Registrar</b>		\$22.50	\$0.00	\$0.00	\$50.00	<b>\$50.00</b>
	<b>Secretary</b>		\$146.15	\$445.83	\$0.00	\$300.00	<b>\$300.00</b>
	<b>Treasurer</b>		\$54.92	\$143.23	\$165.65	\$100.00	<b>\$100.00</b>
<b>Registrations</b>							
	<b>Assemblies</b>		\$1,700.00	\$1,445.00	\$1,275.00	\$1,700.00	<b>\$1,700.00</b>
	<b>Committee Meetings</b>		\$1,275.00	\$850.00	\$1,275.00	\$1,700.00	<b>\$1,700.00</b>
<b>Total Haw Area Assemblies &amp; Mtg's</b>			\$14,585.63	\$14,743.71	\$13,630.64	\$18,325.00	<b>\$20,750.00</b>
<b>Hawaii Area Standing Committees</b>							
<b>Archives - Non-rotating</b>							
	<b>Supplies</b>		\$0.00	\$0.00			
<b>Total Archives - Non-rotating</b>			\$0.00	\$0.00	\$0.00	\$300.00	<b>\$300.00</b>
<b>Archives - Rotating</b>							
	<b>Display Materials</b>			\$12.50			
	<b>Printing</b>			\$0.00			
	<b>Supplies</b>			\$0.00			
	<b>Travel</b>			\$0.00			
<b>Total Archives - Rotating</b>			\$0.00	\$12.50	\$0.00	\$250.00	<b>\$300.00</b>
<b>Cooperation w/ Elder Community</b>							
	<b>Display Materials</b>		\$183.15	\$35.91	\$10.72		
	<b>Literature</b>		\$112.70	\$0.00	\$185.19		
	<b>Postage</b>			\$19.87			
	<b>Printing/Copying</b>		\$43.74	\$38.90	\$275.76		
	<b>Travel</b>			\$0.00			
<b>Total CEC</b>			\$339.59	\$94.68	\$471.67	\$300.00	<b>\$500.00</b>
<b>Cooperation w/Professional Community</b>							
	<b>Display</b>			\$139.65			
	<b>Literature</b>			\$0.00			
	<b>Postage</b>		\$0.00	\$0.00			
	<b>Printing</b>		\$0.00	\$4.94			
	<b>Travel</b>			\$0.00			
<b>Total CPC</b>			\$0.00	\$144.49	\$0.00	\$500.00	<b>\$500.00</b>

**Hawaii Area 17  
2021 Budget Proposal**

		Actual 17	Actual 18	Actual 19	Budget 20	Budget 21
	<b>Corrections</b>					
	Literature	\$154.09	\$551.20	\$639.21		
	Postage	\$0.00	\$0.00	\$20.21		
	Printing	\$12.50	\$55.08	\$1.57		
	Travel	\$0.00	\$36.00			
	Workshops		\$12.50			
	<b>Total Corrections</b>	\$166.59	\$654.78	\$660.99	\$800.00	\$500.00
	<b>Finance Committee</b>					
	Printing & Next Yrs. Bdgt.	\$6.60	\$0.00	\$88.35		
	Postage	\$2.88	\$0.00	\$175.85		
	Supplies	\$0.00	\$0.00			
	Travel		\$0.00	\$40.00		
	<b>Total Finance Committee</b>	\$9.48	\$0.00	\$304.20	\$150.00	\$300.00
	<b>Grapevine</b>					
	Display Materials	\$47.00	\$29.95	\$183.50		
	Gift Subscriptions	\$0.00	\$0.00			
	Literature	\$246.00	\$246.00	\$123.00		
	Postage		\$0.00			
	Printing	\$108.79	\$0.00			
	Travel		\$0.00			
	<b>Total Grapevine</b>	\$401.79	\$275.95	\$306.50	\$300.00	\$500.00
	<b>Hawaii State Convention</b>					
	<b>Alternate Chair</b>					
	Hotel	\$743.20	\$585.21	\$736.68	\$800.00	\$800.00
	Registration	\$69.00	\$79.00	\$50.00	\$70.00	\$70.00
	AHC Banquets & Brunch	\$0.00	\$0.00	\$0.00	\$180.00	\$180.00
	Meals	\$110.00	\$207.00	\$138.32	\$140.00	\$140.00
	<b>Alternate Delegate</b>					
	Hotel	\$449.00	\$390.14	\$736.68	\$800.00	\$800.00
	Registration	\$69.00	\$59.00	\$50.00	\$70.00	\$70.00
	AHC Banquets & Brunch	\$0.00	\$0.00	\$0.00	\$180.00	\$180.00
	Meals	\$126.00	\$125.00	\$201.57	\$140.00	\$140.00
	<b>Total Hawaii State Convention</b>	\$1,566.20	\$1,445.35	\$1,913.25	\$2,380.00	\$2,380.00
	<b>Mynah Bird</b>					
	Supplies	\$0.00	\$12.50			
	Postage		\$0.00			
	Printing	\$301.34	\$283.51	\$534.53		
	<b>Total Mynah Bird</b>	\$301.34	\$296.01	\$534.53	\$450.00	\$500.00
	<b>Public Information</b>					
	Display Materials		\$90.25			
	Literature & PSA's	\$89.05	\$47.00	\$161.26		
	Postage		\$0.00			
	Printing		\$0.00			
	Supplies	\$31.78	\$12.63			
	Travel		\$297.10			
	<b>Total Public Information</b>	\$120.83	\$446.98	\$161.26	\$500.00	\$500.00

**Hawaii Area 17  
2021 Budget Proposal**

			<b>Actual 17</b>	<b>Actual 18</b>	<b>Actual 19</b>	<b>Budget 20</b>	<b>Budget 21</b>
	<b>Treatment Committee</b>						
		Literature	\$361.20	\$198.20	\$279.00		
		Postage	\$18.20	\$0.00			
		Printing		\$0.00			
		Workshops		\$12.50	\$27.00		
	<b>Total Treatment Committee</b>		<b>\$379.40</b>	<b>\$210.70</b>	<b>\$306.50</b>	<b>\$700.00</b>	<b>\$500.00</b>
	<b>Website Committee</b>						
		Website Fees (prior to 2020)	\$390.60	\$275.88	\$320.13		
		Travel/Workshop		\$12.50			
	<b>Total Website Committee</b>		<b>\$390.60</b>	<b>\$288.38</b>	<b>\$320.13</b>	<b>\$600.00</b>	<b>\$300.00</b>
	<b>Hawaii Area General Expenses</b>						
		Bank Service Charges	\$0.00	\$50.00	\$95.65	\$50.00	\$50.00
		Department of Consumer Affairs	\$0.00	\$57.00	\$3.50	\$3.50	\$3.50
		Insurance	\$728.08	\$318.75	\$460.00	\$550.00	\$550.00
		International Convention Accrual- Delegate	\$350.00	\$350.00	\$350.00	\$400.00	\$100.00
		Storage of Permanent Archive	\$2,592.24	\$2,676.12	\$2,731.16	\$2,700.00	\$2,900.00
		Tax Preparation (Federal)	\$0.00	\$0.00	\$100.00	\$100.00	\$100.00
	<b>Information Technology</b>						
		Computers & Software Accrual	\$250.00	\$419.59	\$250.00	\$250.00	\$250.00
		Mobile Hot Spot	x	x	x		\$120.00
	<b>Website Costs</b>						
		Domain Name	x	x	x		\$50.00
		Hosting Costs	x	x	x		\$170.00
		Zoom Business License	x	x	x		\$240.00
	<b>Total</b>		<b>\$250.00</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$830.00</b>
	<b>Office Supplies</b>						
		Chair & Alternate Chair	\$0.00	\$0.00	\$12.00	\$50.00	\$50.00
		Delegate & Alternate Delegate	\$0.00	\$0.00	\$305.09	\$200.00	\$300.00
		Registrar	\$6.76	\$0.00	\$53.97	\$20.00	\$20.00
		Secretary	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
		Treasurer	\$0.00	\$0.00	\$19.79	\$20.00	\$20.00
	<b>Total Office Supplies</b>		<b>\$6.76</b>	<b>\$0.00</b>	<b>\$390.85</b>	<b>\$310.00</b>	<b>\$410.00</b>
	<b>Postage &amp; PO Box Rental</b>						
		PO Box Rental	\$216.00	\$237.00	\$206.00	\$225.00	\$250.00
		Chair & Alternate Chair	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00
		Delegate & Alternate Delegate	\$0.00	\$0.00	\$6.60	\$10.00	\$15.00
		Registrar	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00
		Secretary	\$0.00	\$0.00	\$0.00	\$10.00	\$15.00
		Treasurer	\$0.00	\$0.00	\$82.39	\$10.00	\$100.00
	<b>Total Postage</b>		<b>\$216.00</b>	<b>\$237.00</b>	<b>\$294.99</b>	<b>\$275.00</b>	<b>\$410.00</b>

**Hawaii Area 17  
2021 Budget Proposal**

		<b>Actual 17</b>	<b>Actual 18</b>	<b>Actual 19</b>	<b>Budget 20</b>	<b>Budget 21</b>
<b>PRAASA - Delegate</b>						
	Airfare	\$621.00	\$811.00	\$404.39	\$900.00	\$600.00
	Banquet	\$48.50	\$45.00	\$55.00	\$45.00	\$45.00
	Delegate Lunch	\$35.00	\$29.00	\$40.00	\$35.00	\$35.00
	Hotel	\$620.85	\$395.00	\$611.80	\$700.00	\$750.00
	Meals	\$75.00	\$0.00	\$17.24	\$160.00	\$175.00
	Registration	\$20.00	\$25.00	\$25.00	\$35.00	\$35.00
	Advance	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00
	Speaker Recordings	\$60.00	\$45.00	\$50.00	\$0.00	\$0.00
	Transportation	\$30.00	\$0.00	\$60.00	\$30.00	\$100.00
<b>Total PRAASA - Delegate</b>		<b>\$1,510.35</b>	<b>\$1,370.00</b>	<b>\$1,263.43</b>	<b>\$1,905.00</b>	<b>\$1,740.00</b>
<b>Pacific Forum - Delegate</b>						
	Airfare	\$0.00	\$600.00	\$0.00	\$750.00	\$0.00
	Hotel	\$0.00	\$252.12	\$0.00	\$700.00	\$0.00
	Meals	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00
	Transportation	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00
<b>Total Pacific Forum - Delegate</b>		<b>\$0.00</b>	<b>\$1,052.12</b>	<b>\$0.00</b>	<b>\$1,680.00</b>	<b>\$0.00</b>
<b>International Convention - Delegate</b>						
<b>Projected Costs for 2020 International Convention</b>					\$2,445.00	
<b>Current Balance Accrual for 2020 Int'l Convention (includes 2020 Accrual)</b>					-\$2,229.89	
<b>PRAASA - Area Chair</b>						
	Airfare	\$530.51	\$666.89	\$851.89	\$900.00	\$600.00
	Banquet	\$48.50	\$45.00	\$80.00	\$45.00	\$45.00
	Hotel	\$563.61	\$411.68	\$458.00	\$700.00	\$750.00
	Meals	\$76.91	\$77.35	\$124.00	\$175.00	\$190.00
	Registration	\$0.00	\$25.00	\$25.00	\$35.00	\$35.00
	Transportation	\$26.59	\$25.98	\$60.00	\$30.00	\$100.00
<b>Total PRAASA - Area Chair</b>		<b>\$1,246.12</b>	<b>\$1,251.90</b>	<b>\$1,598.89</b>	<b>\$1,885.00</b>	<b>\$1,720.00</b>
<b>Pacific Forum - Area Chair</b>						
	Airfare	\$0.00	\$649.09	\$0.00	\$750.00	\$0.00
	Hotel	\$0.00	\$276.44	\$0.00	\$700.00	\$0.00
	Meals	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00
	Transportation	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00
<b>Total Pacific Forum - Area Chair</b>		<b>\$0.00</b>	<b>\$925.53</b>	<b>\$0.00</b>	<b>\$1,680.00</b>	<b>\$0.00</b>
<b>Trustee Visit</b>						
	Airfare	\$0.00	\$0.00	\$612.05	\$0.00	\$700.00
	Hotel	\$839.04	\$0.00	\$657.80	\$0.00	\$450.00
	Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
	Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00
<b>Total Trustee Visit</b>		<b>\$839.04</b>	<b>\$0.00</b>	<b>\$1,269.85</b>	<b>\$0.00</b>	<b>\$1,625.00</b>
<b>Total Expenditures</b>		<b>\$28,560.32</b>	<b>\$30,689.55</b>	<b>\$29,909.09</b>	<b>\$40,808.61</b>	<b>\$41,518.50</b>
<b>Total Contributions/Revenues</b>		<b>\$30,208.10</b>	<b>\$32,994.33</b>	<b>\$31,115.47</b>		
<b>Net Revenues/Expenditures</b>		<b>\$1,647.78</b>	<b>2304.78</b>	<b>\$1,206.38</b>		
<b>Total Budget</b>		<b>\$37,053.50</b>	<b>\$41,233.50</b>	<b>\$40,033.50</b>	<b>\$40,808.61</b>	<b>\$41,518.50</b>
<b>(Over) Under Budget</b>		<b>\$8,493.18</b>	<b>\$10,543.95</b>	<b>\$10,321.06</b>		

## 2021 Budget Line Item Explanation

<b>Delegate Expense - General Service Conf.</b>		All expenses related to Delegate attending GSC
	<b>Hotel</b>	If needed, to cover a day before or after GSC due to flights
	<b>Meals</b>	If needed, to cover a day before or after GSC due to flights
	<b>Minimum Cost Coverage to GSO</b>	Paid to GSO to help cover costs (each Area pays the same)
	<b>Other Misc. Exp.</b>	If needed - transportation Expenses
	<b>Supplemental Support to GSO</b>	Area body may decide to give more than \$1800 cost requested by GSO
	<b>Delegate Report Back</b>	Covers Delegate travel to do GSC report backs, airfares split with Districts
	<b>Total Delegate Exp. - Gen'l Svc Conf</b>	Total
<b>Hawaii Area Assemblies &amp; Meetings</b>		Costs associated with holding assemblies & committee meetings
	<b>Interisland Airfare</b>	
	<b>Officers &amp; Standing Comm. Ch's Assistance to Districts</b>	Covers airfare Area officers and Chairs to assemblies & committee mtgs Airfare assistance available to Districts
	<b>Printing</b>	
	<b>Chair &amp; Alternate Chair</b>	Printing costs of reports, business related items
	<b>Delegate &amp; Alternate Delegate</b>	Printing costs of reports, Area S&G, business related items
	<b>Registrar</b>	Printing costs of reports, business related items
	<b>Secretary</b>	Printing costs of reports, business related items
	<b>Treasurer</b>	Printing costs of reports, minutes, business related items
	<b>Registrations</b>	
	<b>Assemblies</b>	\$425/event to cover 17 registrations = 4 assemblies
	<b>Committee Meetings</b>	\$425/event to cover 17 registrations = 4 assemblies
	<b>Total Haw Area Assemblies &amp; Mtg's</b>	Total
<b>Hawaii Area Standing Committees</b>		
	<b>Archives - Non-rotating</b>	Standing committee budget set by Finance Committee
	<b>Supplies</b>	
	<b>Total Archives - Non-rotating</b>	
	<b>Archives - Rotating</b>	Standing committee budget set by Finance Committee
	<b>Display Materials</b>	
	<b>Printing</b>	
	<b>Supplies</b>	
	<b>Travel</b>	
	<b>Total Archives - Rotating</b>	
	<b>Cooperation w/ Elder Community</b>	Standing committee budget set by Finance Committee
	<b>Display Materials</b>	
	<b>Literature</b>	
	<b>Postage</b>	
	<b>Printing/Copying</b>	
	<b>Travel</b>	
	<b>Total CEC</b>	
	<b>Cooperation w/Professional Community</b>	Standing committee budget set by Finance Committee
	<b>Display</b>	
	<b>Literature</b>	
	<b>Postage</b>	
	<b>Printing</b>	
	<b>Travel</b>	
	<b>Total CPC</b>	

## 2021 Budget Line Item Explanation

			<b>Corrections</b>	Standing committee budget set by Finance Committee
			Literature	
			Postage	
			Printing	
			Travel	
			Workshops	
			<b>Total Corrections</b>	
			<b>Finance Committee</b>	Standing committee budget set by Finance Committee
			Printing & Next Yrs. Bdgt.	
			Postage	
			Supplies	
			Travel	
			<b>Total Finance Committee</b>	
			<b>Grapevine</b>	Standing committee budget set by Finance Committee
			Display Materials	
			Gift Subscriptions	
			Literature	
			Postage	
			Printing	
			Travel	
			<b>Total Grapevine</b>	
			<b>Hawaii State Convention</b>	Covers costs of attending AHC to serve on AHC Steering Committee
			<b>Alternate Chair</b>	
			Hotel	Hotel for 4 nights (Wed pm through Sun am)
			Registration	Registration for AHC
			AHC Banquets & Brunch	Required attendance at Fri & Sat Banquets & Sunday brunch
			Meals	\$50/day for 8-9 meals (minus 2 dinners& 1 breakfast) = \$140
			<b>Alternate Delegate</b>	
			Hotel	Hotel for 4 nights (Wed pm through Sun am)
			Registration	Registration for AHC
			AHC Banquets & Brunch	Required attendance at Fri & Sat Banquets & Sunday brunch
			Meals	\$50/day for 8-9 meals (minus 2 dinners& 1 breakfast) = \$140
			<b>Total Hawaii State Convention</b>	
			<b>Mynah Bird</b>	Standing committee budget set by Finance Committee
			Supplies	
			Postage	
			Printing	
			<b>Total Mynah Bird</b>	
			<b>Public Information</b>	Standing committee budget set by Finance Committee
			Display Materials	
			Literature & PSA's	
			Postage	
			Printing	
			Supplies	
			Travel	
			<b>Total Public Information</b>	



## 2021 Budget Line Item Explanation

			<b>Treatment Committee</b>	Standing committee budget set by Finance Committee
			Literature	
			Postage	
			Printing	
			Workshops	
			<b>Total Treatment Committee</b>	
			<b>Website Committee</b>	Standing committee budget set by Finance Committee
			Website Fees (prior to 2020)	
			Travel/Workshop	
			<b>Total Website Committee</b>	
			<b>Hawaii Area General Expenses</b>	
			<b>Bank Service Charges</b>	Any bank charges incurred - returned checks, new checks etc
			<b>Department of Consumer Affairs</b>	Hawaii DCCA fee
			<b>Insurance</b>	Venue liability insurance policy for Area events
			<b>International Convention Accrual- Delegate</b>	Annual accrual to offset the cost of Delegate attendance (every 5 years)
			<b>Storage of Permanent Archive</b>	Cost of storage unit for permanent archives
			<b>Tax Preparation (Federal)</b>	To pay for professional federal tax preparation to maintain 501c3
			<b>Information Technology</b>	Consolidation of Area's digital operating expenses
			Computers & Software Accrual	Accrued annually to offset purchase of new computers and software
			Mobile Hot Spot	Annual fee for Mobile Hotspot
			Website Costs	Category for all website costs
			Domain Name	Annual fee for Domain name
			Hosting Costs	Annual server hosting cost for website
			Zoom Business License	Annual cost for Zoom business license
			<b>Total</b>	
			<b>Office Supplies</b>	Any office related supplies necessary to do Area service
			Chair & Alternate Chair	Any office related supplies necessary to do Area service
			Delegate & Alternate Delegate	Includes service manual & literature for assemblies, flash drives
			Registrar	Any office related supplies necessary to do Area service
			Secretary	Any office related supplies necessary to do Area service
			Treasurer	Any office related supplies necessary to do Area service
			<b>Total Office Supplies</b>	
			<b>Postage &amp; PO Box Rental</b>	Covers any postage necessary to do Area business
			PO Box Rental	Covers annual cost of mailbox
			Chair & Alternate Chair	Covers any postage necessary to do Area business
			Delegate & Alternate Delegate	Covers any postage necessary to do Area business
			Registrar	Covers any postage necessary to do Area business
			Secretary	Covers any postage necessary to do Area business
			Treasurer	Covers any postage necessary to do Area business
			<b>Total Postage</b>	

## 2021 Budget Line Item Explanation

	<b>PRAASA - Delegate</b>			Covers costs of Delegate to attend PRAASA (occurs every year)
		<b>Airfare</b>		Airfare to location (using average fare)
		<b>Banquet</b>		Average cost of Saturday evening banquet
		<b>Delegate Lunch</b>		Average cost of Saturday Delegate lunch
		<b>Hotel</b>		cover 4 nights, If needed due to flights
		<b>Meals</b>		\$50/day for 10-11 meals (minus 1 dinners& 1 lunch) = \$175
		<b>Registration</b>		Cost of event registration
		<b>Advance</b>		Financial advance to cover costs, if necessary
		<b>Speaker Recordings</b>		Removed due to lack of usage
		<b>Transportation</b>		Cost to & from airport to venue
	<b>Total PRAASA - Delegate</b>			
	<b>Pacific Forum - Delegate</b>			Covers costs of Delegate to attend Pacific Regional Forum (even years)
		<b>Airfare</b>		
		<b>Hotel</b>		
		<b>Meals</b>		
		<b>Transportation</b>		
	<b>Total Pacific Forum - Delegate</b>			
	<b>International Convention - Delegate</b>			
	<b>Projected Costs for 2020 International Convention: Cancelled</b>			
	<b>Current Balance Accrual for 2020 Int'l Convention (includes 2020 Accrual): To be held for 2025</b>			
	<b>PRAASA - Area Chair</b>			covers costs of Area Chair to attend PRAASA (occurs every year)
		<b>Airfare</b>		airfare to location (using average fare)
		<b>Banquet</b>		average cost of Saturday evening banquet
		<b>Hotel</b>		cover 4 nights, If needed due to flights
		<b>Meals</b>		\$50/day for 11-12 meals (minus 1 dinner) = \$190
		<b>Registration</b>		cost of event registration
		<b>Transportation</b>		cost to & from airport to venue
	<b>Total PRAASA - Area Chair</b>			
	<b>Pacific Forum - Area Chair</b>			covers costs of Area Chair to attend Pacific Regional Forum (even years)
		<b>Airfare</b>		
		<b>Hotel</b>		
		<b>Meals</b>		
		<b>Transportation</b>		
	<b>Total Pacific Forum - Area Chair</b>			
	<b>Trustee Visit</b>			Covers cost of inviting Trustee visit to Orientation Assembly 2021
		<b>Airfare</b>		round trip airfare
		<b>Hotel</b>		Lodging for 4 nights (in a condominium)
		<b>Meals</b>		\$50/day for 6-7 meals (-Assembly provided meals)
		<b>Transportation</b>		Car rental for access to amenities
	<b>Total Trustee Visit</b>			
	<b>Total Expenditures</b>			
	<b>Total Contributions/Revenues</b>			
	<b>Net Revenues/Expenditures</b>			
	<b>Total Budget</b>			
	<b>(Over) Under Budget</b>			