

2023 Line Item Explanations

<p><b>#1 Delegate Expense - General Service Conf.</b></p> <p>Hotel Meals</p> <p>Minimum Cost Coverage to GSO</p> <p>Supplemental Support to GSO Other Misc. Exp.</p> <p>Delegate Report Back <b>Total Delegate Exp. - Gen'l Svc Conf</b></p>	<p>All expenses related to Delegate attending the General Service Conference. Spending Priority #1 Include a day before the Conference. If needed, to cover a day before or after GSC due to flights meals while at the conference Minimum contribution requested by GSO from each area to help cover costs of the Conference. Area may decide to give more than \$1800 minimum contribution requested by GSO If needed - transportation Expenses at the Conference</p> <p>Covers Delegate travel to do GSC report backs, airfares split with Districts Total Spending Priority #1</p>
<p><b>#2 Hawaii Area Assemblies &amp; Meetings</b></p> <p>Interisland Airfare</p> <p>Officers &amp; Standing Comm. Ch's Assistance to Districts Printing Chair &amp; Alternate Chair Delegate &amp; Alternate Delegate Registrar Secretary Treasurer Registrations Assemblies Committee Meetings <b>Total Hawaii Area Assemblies &amp; Meetings</b></p>	<p>Expenses associated with holding assemblies &amp; committee meetings. Spending Priority #2</p> <p>Covers airfare for Area officers and Chairs to assemblies &amp; committee mtgs Airfare assistance available to Districts</p> <p>Printing costs of reports, business related items Printing costs of reports, Area S&amp;G, business related items Printing costs of reports, business related items Printing costs of reports, minutes, business related items Printing costs of reports, proposed budget, business related items</p> <p>\$425 per event to cover 17 registrations for 4 Assemblies \$425 per event to cover 17 registrations for 3 Committee Meetings Total Spending Priority #2</p>
<p><b>#3 Hawaii Area Standing Service Committees</b></p> <p>Archives - Non-rotating Supplies Total Archives - Non-rotating</p> <p>Archives - Rotating Display Materials Printing Supplies Travel Total Archives - Rotating</p> <p>Convention Steering Committee Alternate Chair Hotel Registration AHC Banquets &amp; Brunch Meals Alternate Delegate Hotel Registration AHC Banquets &amp; Brunch Meals Total Convention Steering Committee</p>	<p>Expenses for the standing service committees. Spending Priority #3 Archivist's separate budget for supplies The Archivist is an appointed, non-rotating position. The Archivist is not required to attend assemblies or committee meetings</p> <p>Standing committee budget set by Finance Committee</p> <p>Covers costs of Alt Delegate and Alt Chair to serve on the Steering Committee of the Annual Hawaii Convention Convention pays for airfare for Alt Chair if on Neighbor Island Hotel for 4 nights (Wed pm through Sun am) Registration for Annual Hawaii Convention Required attendance at Fri &amp; Sat Banquets &amp; Sunday brunch \$50/day for 8-9 meals (minus 2 dinners &amp; 1 breakfast) Convention pays for airfare for Alt Delegate if on Neighbor Island Hotel for 4 nights (Wed pm through Sun am) Registration for Annual Hawaii Convention Required attendance at Fri &amp; Sat Banquets &amp; Sunday brunch \$50/day for 8-9 meals (minus 2 dinners &amp; 1 breakfast)</p>

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<b>Cooperation w/ Elder Community</b>	Standing committee budget set by Finance Committee
Display Materials	
Literature	
Postage	
Printing/Copying	
Travel	
<b>Total CEC</b>	
<b>Cooperation w/Professional Community</b>	Standing committee budget set by Finance Committee
Display	
Literature	
Postage	
Printing	
Travel	
<b>Total CPC</b>	
<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>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>	

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<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>Total Hawaii Area Standing Service Committees</b>	<b>Total Spending Priority #3</b>

<b>#4 Area Operating Expenses</b>	Operating expenses necessary to make sure the Area is able to continue to do its business. Spending Priority #4
<b>Bank Service Charges</b>	Any bank charges incurred - returned checks, new checks etc
<b>Department of Commerce and Consumer Affairs</b>	Hawaii DCCA business registration fees
<b>Information Technology</b>	Technology expenses
<b>Computers &amp; Software Accrual</b>	Accrued annually to offset purchase of new computers and software
<b>Computer &amp; Equipment purchases</b>	For computer, audio, and other equipment used for Area business (Example, if need to purchase for hybrid meetings) Deducted from the accrued funds
<b>Mobile Hot Spot</b>	Meetings
<b>Phone Service</b>	Fees for 2 virtual phones for the next Assembly and Committee Meeting
<b>Website Costs</b>	
<b>Domain Name</b>	Annual fee for Domain name
<b>Hosting Costs</b>	Annual server hosting cost for website
<b>Zoom Business License</b>	Annual cost for Zoom business license
<b>Total</b>	Information Technology total
<b>Insurance</b>	Venue liability insurance policy for Area events
<b>Office Supplies</b>	Any office related supplies necessary to do Area service
<b>Chair &amp; Alternate Chair</b>	
<b>Delegate &amp; Alternate Delegate</b>	
<b>Registrar</b>	
<b>Secretary</b>	
<b>Treasurer</b>	
<b>Total Office Supplies</b>	
<b>Postage &amp; PO Box Rental</b>	Covers any postage necessary to do Area business
<b>PO Box Rental</b>	Covers annual cost of Post Office Box
<b>Chair &amp; Alternate Chair</b>	
<b>Delegate &amp; Alternate Delegate</b>	
<b>Registrar</b>	
<b>Secretary</b>	
<b>Treasurer</b>	
<b>Total Postage</b>	
<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>Total Area Operating Expenses</b>	<b>Total Spending Priority #4</b>

2023 Line Item Explanations

**#5 Events Expenses**

**PRAASA - Delegate**

**Airfare**

**Banquet**

**Delegate Lunch**

**Hotel**

**Meals**

**Registration**

**Advance**

**Speaker Recordings**

**Transportation**

**Total PRAASA - Delegate**

**PRAASA - Area Chair**

**Airfare**

**Banquet**

**Hotel**

**Meals**

**Registration**

**Transportation**

**PRAASA Recordings**

**Total PRAASA - Area Chair**

**Pacific Forum - Delegate**

**Airfare**

**Hotel**

**Meals**

**Transportation**

**Total Pacific Forum - Delegate**

**Pacific Forum - Area Chair**

**Airfare**

**Hotel**

**Meals**

**Transportation**

**Total Pacific Forum - Area Chair**

**Trustee Visit**

**Airfare**

**Hotel**

**Meals**

**Transportation**

**Total Trustee Visit**

**International Convention - Delegate**

**International Convention Accrual- Delegate**

**Projected Costs for 2025 International Convention**

**Current Balance Accrual for 2025 Int'l**

**Convention**

**Total Service Events Expenses**

Costs for Delegate. Chair, Trustee attendance at events. Spending Priority #5

Covers costs of Delegate to attend PRAASA (occurs every year)

Airfare to location (using average fare)

Average cost of Saturday evening banquet

Average cost of Saturday Delegate lunch

cover 4 nights, If needed due to flights

\$50/day for 10-11 meals (minus 1 dinner & 1 lunch)

Cost of event registration

Financial advance to cover costs, if necessary

Replaced by PRAASA Recordings under Area Chair, below

Cost from airport to venue to airport

covers costs of Area Chair to attend PRAASA (occurs every year)

airfare to location (using average fare)

average cost of Saturday evening banquet

cover 4 nights, If needed due to flights

\$50/day for 11-12 meals (minus 1 dinner)

cost of event registration

Cost from airport to venue to airport

Cost of recordings of PRAASA presentations

Covers costs of Delegate to attend Pacific Regional Forum (even years)

covers costs of Area Chair to attend Pacific Regional Forum (even years)

another assembly (Even year)

round trip airfare

Lodging for 4 nights

\$x /day for 6-7 meals (-Assembly provided meals)

Car rental for access to amenities

Annual accrual to offset the cost of Delegate attendance (every 5 years)

2020 was cancelled, so only budget \$100 this year instead of 350-400 per year

includes 2021 Accrual \$ 2,329.89 To be held for 2025

Total Spending Priority #5

**Total Expenditures**

Total of all expenses