

# CRSC PROPOSAL

## PROPOSAL:

To amend the present CRSC Guidelines to provide for the creation of a formal, standing CRSC Budget Subcommittee, as shown on the attached pages.

## INTENT:

**General** -To provide a mechanism through which annual budgets can be created and managed for the CRSC on a regular basis.

**Specific** - After broadly soliciting and receiving input from the Colorado Fellowship, including individual addicts, Areas, CRSC subcommittees and CRSC members –

- (1) to prepare and present annual budgets to the CRSC for approval and implementation and
- (2) to maintain and conduct a continuous review and overview of the CRSC's financial position as it is related to any current year budget

**MAKER:** Alan S., CRSC Ad Hoc Budget Subcommittee Chairperson –  
For the Subcommittee

**SECOND:** Don T., CRSC Treasurer and Member of the CRSC Ad Hoc Budget Subcommittee

# PROPOSED GUIDELINE ADDITION

## Article 7: Standing Subcommittees

### Section D: Budget

The purpose of the Budget subcommittee is, after soliciting and receiving input from individual addicts, Areas, CRSC subcommittees and CRSC members, to prepare and present an annual budget to the CRSC for approval using the timelines shown in Section D, 2, .c) below.

#### 1. Subcommittee Members

Notwithstanding any other election procedures stated for the members of CRSC subcommittees, the Budget subcommittee will be composed of at least five, but not more than seven persons, as follows:

- a) The basic five members will be the CRSC Vice-Chairperson (who will serve as chairperson of the subcommittee), the CRSC Treasurer (who will serve as vice-chairperson of the subcommittee), and three Regional Committee Members, none of whom may be the chairperson or vice-chairperson of any CRSC standing subcommittee or be a designated Resource Person, from three different Areas in the Colorado Region. The three RCMs will be appointed by the CRSC Chairperson from among those RCMs who volunteer to serve.
- b) These five members will then choose two members of the Colorado Fellowship, who are not RCMs and who are otherwise not affiliated with or members of the CRSC, to serve as At Large members on the Budget subcommittee.
- c) Once selected, the three RCMs who serve as subcommittee members will serve for one year on the subcommittee, regardless of when their RCM terms may expire. The term of each At Large member will be one calendar year, January 1 through December 31. The chairperson and vice-chairperson of the subcommittee shall occupy those positions concurrent with and for as long as they hold the positions of CRSC Vice-Chairperson and CRSC Treasurer.
- d) The outgoing subcommittee chairperson and vice-chairperson will mentor the incoming subcommittee chairperson and vice-chairperson each year with regard to any work in process for the subcommittee.
- e) Any member of the subcommittee who accepts another CRSC elected or appointed position will be deemed to have immediately resigned from the subcommittee.

#### 2. Project Submission and Approval Process

- a) All proposed expense items will be considered and the subcommittee's recommendation will be reported to the Colorado fellowship.
- b) All proposed expense items will be categorized by the subcommittee into one of the following three categories: Required, Important or Discretionary. The subcommittee will then prioritize each item within its category.
- c) The following annual timeline will be utilized by the subcommittee in compiling data for the budget:

<b>January</b>	<b>April</b>	<b>July</b>	<b>September</b>	<b>November</b>
"Projects" (i.e., expense items) to be solicited from Areas and individual addicts via a solicitation form (to be prepared by the subcommittee) to be distributed and then collected by RCMs.	Projects to be forwarded to the subcommittee without prior or intermediate review; Subcommittee forwards projects to other CRSC sub-committees and Resource Persons, as appropriate, and retains for its review and action those proposals which do not fit into other categories. Projects submitted after the April cutoff will be considered on an item-by-item basis as time permits.	Proposed project amounts to be submitted to the subcommittee by CRSC sub-committees and Resource Persons; all projects to be placed in a general priority category and be further prioritized by component items within each general category and individual project.	Subcommittee to present proposed budget to CRSC; CRSC to review, discuss and revise as necessary.	Final budget for coming fiscal year to be submitted by the subcommittee to CRSC for approval.

- d) Proposed budget presentations by the subcommittee will include prior year actual expenses, current year budget, current year-to-date actual expenses, and next year's budget request.

### 3. Current Budget Maintenance

While budget construction for the next fiscal year is happening, the subcommittee is to maintain a continuous review and overview of the current year's actual financial situation and, as necessary, make further recommendations to the CRSC to amend that current year's operating budget --- based upon actual income, expenditure experience, change in personnel, change in program emphasis, etc.