

SCC Policies and Procedures

Last Revised: 2/17/2025

Financial Controls

Revenue and Expense Procedures

In addition to the financial controls outlined in the SCC Bylaws, Sections 6.5 and 7:

1. All revenue from the SCC community (rent, donations, books, pop etc.) is to be paid directly to the Treasurer through the following process:
 - a. Complete the SCC envelope located on the SCC table.
 - b. Put the envelope in the SCC deposit box on the SCC table.
2. Donations or other revenue from outside the SCC community should be mailed to the SCC PO Box: Silverton Coffee Club, PO Box 1053, Silverton, Oregon 97381.
3. The Secretary will collect all mail from the SCC PO Box. All monies and financial related correspondence in the PO Box will be passed to the Treasurer in a timely manner.
4. The Treasurer is responsible for depositing all SCC revenue into the SCC bank account.
5. The Treasurer is responsible for payment of all SCC expenses in a timely manner.
6. All financial records of the SCC will be available on demand from the board.

Required Annual Forms, Registrations and Policies Required

1. Tax Form 990 filed with the IRS.
2. Charity Filing Fee to the Oregon Department of Justice.
3. Non-Profit Annual Fee (\$50) to the Oregon Secretary of State's Office.
4. Liability insurance annual fee (\$250).
5. CT-12 to the Oregon Department of Justice.

Banks Accounts

1. The SCC will have the following bank accounts:
 - a. Operating Fund: A checking account for our operating revenue and expenses.
 - b. Building Fund: To hold funds from the sale of our old building with the purpose of eventually purchasing a building of our own. This account may be broken into 2 accounts with Board approval:
 - i. Savings Account
 - ii. Certificate of Deposit Account

- c. Debit Cards: The board may authorize debit cards for specific individuals tied to the operating fund checking account only.
- 2. The SCC will strive to maximize income with all bank accounts.
- 3. The SCC will task the Executive Committee with managing our bank accounts. The Executive Committee will:
 - a. Report to the Board on all changes to accounts.
 - b. Insure that our Operating Fund has sufficient funds to pay all debts.
 - c. When a CD matures, get approval from the Board to re-invest into another CD account and the amount to re-invest.
- 4. Revenue and Expenses:
 - a. Monthly revenue and expenses will be deposited or withdrawn from our operating account. The only exception would be a large donation which could be deposited to our building fund account.
 - b. All revenue received in a month must be deposited in that month, e.g., monthly meeting rent must be deposited in the month paid.
 - c. All expenses must have a receipt or invoice prior to being paid. The Treasurer is responsible for accounting for all receipts and invoices.
 - d. Any large expenses, not already approved in our Annual Budget, must have board approval.

Monthly Financial Reports

1. Accounting Method:

We will use the accrual method of accounting. This accounting method states that all revenue received, or expenses incurred during the month are reported for that month in the monthly financial report. This more accurately reflects activity during each month. With this method, our bank statements and monthly financial statements may differ slightly. For example, a check issued in November may not be cashed until December. This amount would be reflected in November's Report but not in the bank statement.

2. The Monthly Financial Report:

The monthly financial report to the board will be broken out into 2 sections:

a. MONTHLY REVENUE AND EXPENSES (using the accrual accounting method):

- i. For each of our annual budget line items show monthly:
 - 1. Revenue and expenses
 - 2. Year-to-date for each revenue and expense
 - 3. Monthly budget
 - 4. Annual budget
- ii. Totals for the above columns.
- iii. Net gain or loss for the above columns.

b. FUNDS (using bank statement actuals):

i. Operating Fund – from bank statements:

1. Beginning balance
2. Deposits
3. Withdrawals
4. Interest
5. Interest YTD
6. Ending balance

ii. Building Fund – from bank statements:

1. Beginning balance
2. Deposits
3. Withdrawals
4. Interest
5. Interest YTD
6. Ending balance

3. Additional Reporting:

- a. The report will include any significant transaction(s) that happened after the end date for the Monthly Financial Report.
- b. Any significant trend noticed in our financial position.

4. Areas that do not need to be on the Monthly Financial Report:

The Treasurer will track the following specific revenues, but only report the totals for each of these line items in the Monthly Financial Report:

- a. Meeting Fees
- b. Donations

Building Management

The Silverton Coffee Club (SCC) Board of Directors will be responsible for the management of the SCC meeting space. The Board will strive to be as transparent and open as possible at all times when making decisions affecting building use.

The governing philosophy of the Board will be to ensure that the management of the facility does not interfere with the sobriety of any 12-step meeting member. This means there is no requirement for a 12-step attendee to be involved with the SCC.

SCC Building Positions

In order to spread out the responsibilities of managing the SCC facility, the following positions have been created.

Building Manager:

The board may select a person to manage the physical space of the SCC facility. This will be a non-paid position. The primary duties of the Building Manager will be:

- Manage the maintenance of the SCC facility so that it is clean and functioning.
- Maintain and post a monthly cleaning schedule in the SCC facility.
- Schedule maintenance work needed for the facility in a timely manner.
- Manage entry into the SCC facility.
- Create and maintain signage necessary to communicate to all meeting attendees SCC facility policies and procedures.
- Report to the Board monthly any maintenance issues or concerns.
- Other duties as required by the Board.

Meeting & Activity Coordinator:

- Primary SCC contact for 12-step meetings and Meeting Representatives¹:
 - Maintain contact info for meeting representatives.
 - Communicate to meeting representatives SCC policies and procedures.
 - Manage rent collection (in coordination with the SCC Treasurer).
- Primary SCC contact for new meetings or activities.
- Maintain and post a weekly schedule of meetings outside and inside the meeting room.
- Approve and schedule activities around meetings as requested.
- Report to the Board monthly any issues or concerns meetings have with the SCC.

Water and Pop Manager:

- Manage water and pop in the refrigerator. Replenish as needed.
- Submit all money generated from the sale of pop and water to the SCC Treasurer.
- Report to the Board all revenue and expenses incurred since their last meeting.

Book Manager:

- Manage books for sale for all 12-step meetings including a monthly inventory and replenishing of books as needed.
- Manage space where books are sold. Clearly identify price and payment process.
- Submit all money generated from the sale of books to the SCC Treasurer.
- Report to the Board monthly all revenue collected and expenses since their last meeting.

Supplies Manager:

- Manage all supplies that the SCC provides to all meetings including coffee filters, paper towels, toilet paper, dish soap, garbage bags and light bulbs.
- All other supplies (such as coffee, coffee cups, paper plates, treats, etc.) will be supplied by individual 12-step meetings.
- Report to the Board monthly all revenue and expenses since their last meeting.

Meeting and Activity Fees

Fees for each scheduled 12-step meeting or activity held at the SCC facility will be \$10 per meeting. An activity will be charged if it is an additional use of the facility over and above the approved meeting time. Additional fee parameters:

- Fees will be \$40 per month for each **group** meeting held each week.
- Fees will be \$280 per month for each group meeting held all 7 days of the week.
- Fees are due by the end of the month , e.g., January fees will be due no later than January 31st.
- If a meeting is unable to pay their fees, still pay what is possible by the end of the month.
- Meetings are to fill out SCC envelope and deposit in SCC deposit box.

How to Schedule a 12-Step Meeting or Activity

- To schedule a 12-Step meeting or activity, a person representing the meeting should contact the SCC Meeting and Activity Coordinator to:
 - Determine the day and time for the meeting or activity.
 - Review SCC meeting requirements and building policies.

- Collect meeting representative contact information.
- Once the SCC board approves the meeting, they will be free to start meeting.

Meeting Representatives

All meetings/activities must have a representative or representatives responsible for their meeting/activity including:

- Communicating with the SCC board their needs, views, and concerns.
- Maintaining strict access to the facility.
- Ensuring the facility is properly cleaned after each meeting.
- Ensure that nothing is posted in the SCC facility other than on the meeting's designated area.
- Ensuring nothing is placed within the facility that is for sale. This includes beverages, books, and any other material or item that the meeting is selling.
- Meeting literature is stored after each meeting.
- Paying meeting fees on time.
- Providing their phone number and email address.

Meeting Checklist

Each meeting is responsible for:

- Providing their own drinks, coffee, and food.
- Providing storage bins or cabinets if they want to store their literature and materials between meetings.
- Maintaining a low noise level before, during and after a meeting.
- Immediately dealing with any disruptive attendees so that we maintain good relations with our neighbors.

After each meeting:

- Clean-up after each meeting – meeting room picked up and kitchen cleaned.
- Turn off lights.
- Lock the meeting room door when the last person leaves.

Failure to adhere to these policies may result in termination of meeting time.

Building Specific Policies

Events or Activities

- Any event or activity held at the SCC building must be approved by the Meeting and Activity Coordinator.
- The SCC may sponsor holiday events throughout the year such as Thanksgiving or New Year's Eve events. These events may incorporate 12-step meetings.
 - Each meeting may be sponsored by a specific 12-step group currently meeting at the SCC. If a meeting is sponsored and conducted by a specific 12-step meeting, they will keep whatever 7th Tradition is collected.
 - If a meeting is not sponsored by a specific 12-step group, then no 7th Tradition will be taken. Instead, a collection will be taken for the SCC.

Entry Into Building

- A key will be in the lockbox in front of the entrance door.
- The lockbox code will be given to all 12-step meeting representatives.
- The entry code will change periodically to ensure security of the building.

Smoking Area

Meeting attendees may smoke outside in the designated smoking area only. Members are responsible for keeping this area clean.

Parking

Meeting attendees may not park in the 2 parking spaces in front of the Mortgage Company that shares our building. All other spaces are available for SCC parking.

SCC Area

The SCC will manage and maintain the following areas within the facility:

- **SCC AREA:** An area that provides information on the SCC and a deposit box for all SCC revenue. This area will post information including:
 - Current Board of Directors and Building Managers.
 - Most recent Board of Directors meeting minutes.
 - How to get involved with the SCC.
 - SCC activities.
 - SCC deposit envelopes and deposit box for meeting fees, donations, pop, books, and all other SCC revenue.
- **SCC BOOK AND MERCHANDISE AREA:** An area where the SCC will sell items such as books, mugs, sobriety coins and other recovery related items.
- **SCC FREE BOOKS AREA:** All books and other materials that are free of charge.
- **FACILITY REFRIGERATOR**

SCC Policies created: 4/9/2021

SCC Policies revised 10/18/2021 to move "Facility Management and Operation" section to a new document called Building Use Policies.

SCC Policies revised 1/27/2024 to combine all policy documents into one document.

SCC Policies revised 2/17/2025 to add additional financial controls.