

DISTRICT 13 SERVICE POSITION GUIDELINES

CONTENTS

OFFICERS: Chairperson, Secretary, Treasurer	2
Chairperson	3
Secretary	4
Treasurer Guidelines	5
Treasurer Task Schedule	5
Treasurer Required Tax Filings	5
Prudent Reserve	7
District Representative	9
Alternate District Representative	10
Immediate Past District Representative	11
COORDINATORS	12
Alateen Coordinator or Alternate Coordinator	13
Alateen Process Person (DAPP)	14
Archives Coordinator	15
Diversity Coordinator	16
Institutions Coordinator	17
Meeting List Coordinator	18
Newsletter Editor	19
Public Outreach Coordinator	20
SAMPLE REPORT	22
Quarterly Speaker Meeting Coordinator	23
Tele-Service Coordinator	24
Website Coordinator	25

OFFICERS:

CHAIRPERSON,
SECRETARY, TREASURER

A. Eligibility to be an officer of the D13 Al-Anon Information Service (AIS):

1. Must be current or active past GRs
2. Elected by the members of the AIS for three years

(for more detail see the D13 Bylaws)

CHAIRPERSON

The Chairperson is an officer of the AIS who

1. Sends out via email request for agenda items a few days before the meeting.
2. Sets an agenda for the D13 business meeting.
3. Calls and chairs the District meeting.
4. Keeps the meeting on topic and on time.
5. Chairperson shall include "Filing of Tax Forms" as an agenda item for the May district business meeting, in order to verify they were filed.
6. Chairperson is responsible to do the filings of the State of California **Statement of Information**.
7. Pays for D13 Zoom account, as long as D13 business and speaker meetings are hybrid.
8. Co-signer on D13 bank account.
9. Submits receipts for reimbursement within 60 days.

Filing of the California Statement of Information:

The Statement of Information is filed with the California Secretary of State. The form is required to be filed **every two odd years by the month of May**. Failure to file the form by the required deadline can result in the loss of corporation status.

In addition to the required filing, a Statement of Information must also be filed whenever there is a change in the Agent of Service, the officers, or a change of address. A "Change Report" should be filed in those cases.

Documentation of timely filings should be kept. For E-filed forms a printout of the ACCEPTANCE or CONFIRMATION of the filing should be printed and kept with a copy of the form. For paper forms mailed proof of delivery, such as CERTIFIED RECEIPT, should be kept with copy of the form.

SECRETARY

The Secretary of the D13 business meeting is an officer of the AIS who

1. Attends District 13 monthly meetings.
2. Takes the minutes at the District 13 monthly business meeting.
3. Sends email drafts to the D13 Google Group for preview and corrections and/or
4. Brings copies of the minutes for the GRs to review and approve.
5. Keeps approved meeting minutes
 - a. Gives electronic copies to the District Archivist and the Webmaster
6. Submits receipts for reimbursement within 60 days.

TREASURER GUIDELINES

The Treasurer is one of the three officers of the District 13-AIS nonprofit corporation, along with the Secretary and the Chairperson. The Treasurer serves for a term of three years starting on January 1 of the year following the election of officers at the District's annual meeting.

Qualifications:

As an officer of District 13-AIS, the Treasurer shall be a current or past Group Representative.

Responsibilities as outlined in the District 13-AIS bylaws:

The Treasurer manages District funds, collects donations, keeps accurate accounts, pays bills, prepares and files forms required by various federal and state agencies, reports at annual and monthly District meetings, and participates in decisions to access the Prudent Reserve.

In addition to the above, it is the responsibility of the Treasurer to acquire the knowledge necessary to perform the duties listed in these guidelines. It is also recommended that when a new Treasurer takes office, the Treasurer should check the status of all required government agencies filings.

Co-signer on D13 bank account.

Hereunder are descriptions of duties to be performed.

Weekly:

- Pick up mail
- Deposit income receipts into checking account

Monthly:

- Pay bills and reimburse members for District expenses
- Record receipts and paid bills in check register and accounting software program
- Reconcile checking account
- Generate financial report for monthly District meeting

Preparation of forms required to be filed by Federal and State agencies:

INTERNAL REVENUE SERVICE:

Prepare and E-file Federal **Form 990-N "Electronic Notice (e-Postcard)"**. This form is due every year by **May 15** of the year following the close of the organization's previous tax year. CALIFORNIA

FRANCHISE TAX BOARD:

Prepare and E-file California Franchise Tax Board **Form 199-N (e-Postcard)**. This form is due every year by **May 15** of the year following the close of the organization's previous tax year.

ATTORNEY GENERAL OF CALIFORNIA REGISTRY OF CHARITABLE TRUSTS:

Prepare and file the following forms due every year by **May 15** of the year following the close of the organization's previous tax year:

- **Form RRF-1 Annual Registration Renewal Fee Report to Attorney General of California**
- **Form CT-TR-1 Annual Treasurer's Report Attorney General of California**

As of the time of the writing of these guidelines these two forms are paper forms that must be mailed.

IMPORTANT:

Failure to file the above forms by the required due dates can result in Suspense or Revocation of District 13-AIS corporate and tax-exempt status. Therefore, attention to the due dates are important. To document timely filing copies of all forms prepared should be kept by the Treasurer and in case of forms E-filed a printout of the ACCEPTANCE or CONFIRMATION of the filing should be printed and kept with the copy of the form. For paper forms mailed proof of delivery, such as CERTIFIED RECEIPT, should be kept with copy of the form.

Forms requirements and formats may change from year to year, therefore instructions for the forms should be checked with the governing entity before preparing and filing the forms.

District 13-AIS Change of Address:

Whenever the District has a change of address a CHANGE OF ADDRESS form should be filed with each of the above governmental entities using the form that they provide on their websites. It is important that they always have the District's current address so that any notification from them be received in a timely manner.

REPORTING OF REQUIRED FORM FILINGS TO DISTRICT MEETING:

The Treasurer shall report the filing of the forms to the District meeting in the month closest to the month in which the filing took place and provide copy of the filed form.

RAFFLES:

As a tax-exempt organization District 13-AIS is eligible to hold fundraising raffles upon obtaining approval from the CA Attorney General, Registry of Charitable Trusts.

The following forms are required to be filed:

-Form **CT-NPR-1 “Application for Registration”**. This form must be filed at **least 60 days before** the first raffle is scheduled to take place. The form together with copy of Franchise Tax Board “entity status letter” and \$20 registration fee payable to the Department of Justice is to be mailed to Department of Justice, office of Attorney General Registry of Charitable Trusts.

Upon approval the Registry of Charitable Trusts will send a letter confirming registration that includes a raffle permit number and expiration date. **NOTE THIS CONFIRMATION LETTER MUST BE RECEIVED PRIOR TO HOLDING OF THE RAFFLE.**

-Form **CT-NPR-2 “Nonprofit Raffle Report”**. This form is to report the results of all the raffles held during the State fiscal year of September 1-August 31. The form is due on or before **October 1st**.

Detailed instructions for all of the above are available on the website of the CA Attorney General Registry of Charitable Trusts and should be checked each year as forms and regulations can change from year to year.

PRUDENT RESERVE:

It is the policy of District 13 AIS to maintain a cash balance sufficient to sustain basic financial operations despite financial ups and downs. This is our PRUDENT RESERVE.

Since the district has only one checking account the Prudent Reserve is the minimum balance to be maintained in the bank account.

Calculation of the Prudent Reserve and factors to be considered:

- Calculate average expenses for the 3 previous years not including pandemic years and take 50% of average expenses.
- Consider expected incoming donation income
- Estimated budgeted expenses
- Any expected unusual expenses
- Bank account balance lower than amount required by bank to avoid bank fees

The Prudent Reserve should be monitored and review periodically but at least once a year.

The Treasurer is responsible to calculate and proposed the amount of the Prudent Reserve to the District Meeting for approval by the group representatives. Once approved the Treasurer is to maintain the Prudent Reserve.

DONATIONS TO NCWSA AND AFG, INC (WSO):

It is the policy of District 13 AIS to make donations of funds in excess of its Prudent Reserve to the NCWSA and to AFG, INC.: 50% to each entity. It is recommended that donations be made on a quarterly basis.

The Treasurer will make the donations after reviewing upcoming expenses and incoming donations.

INSURANCE:

The Treasurer will contact the NCWSA Insurance Coordinator as needed to obtain insurance coverage under the NCWSA policy.

BUDGET:

The Treasurer is to prepare an annual budget with the input from District Officers, Coordinators, and District Representatives. The budget is to be submitted to a vote of the group representatives at the December District Business Meeting.

DISTRICT REPRESENTATIVE

The DR represents the groups in their District at the Northern California World Service Committee meetings (NCWSC), helps groups to understand the worldwide fellowship of Al-Anon Family Groups (AFG), and makes members feel they are a part of a fellowship. The duties may be delegated and include the following:

1. Attend D13 monthly business meetings;
2. Visit all the groups in the District, particularly new groups, to make sure they are getting the necessary information and to invite them to the District Meeting;
3. Check the group's Current Mailing Address (CMA) with each GR to determine if it is correct and send in the corrected A16 form to NCWSA group records;
4. Ensure that each group completes and returns the data sheet sent out annually by WSO;
5. Help the Area Delegate in every possible way to disseminate conference information and reports;
6. Keep in touch with the Group Representatives (GRs) of the District to learn the views of the groups and their programs. These views may be reported to the NCWSC or Delegate.
7. Help groups understand and apply the Twelve Traditions that guide us in our fellowship activities;
8. Attend the NCWSC Meetings and Assemblies and report on activities from our district as well as bring back information and flyers from NCWSC;
9. Become certified as an "Al-Anon Member Involved in Alateen Service" (AMIAS);
10. Step up as the DAPP in case the current DAPP resigns or there is no volunteer to fill the position;
11. Participate in NCWSC DR conference calls;
12. Submit receipts for reimbursement within 60 days.

ALTERNATE DISTRICT REPRESENTATIVE

The Alternate DR works alongside the DR and needs to

1. Acquaint himself or herself with all of the DR's duties in the event that he or she must complete the term of the DR. (If the Alternate DR must complete the term, a temporary Alternate is at once selected from the GRs in attendance. A new Alternate DR will be elected as soon as possible.)
2. Assume the duties of the DR when necessary in the DR's absence.
3. Learn more about the District by assisting the DR in visiting the groups and occasionally accompanying the DR to a NCWSC meeting.
4. Visit and urge the groups that do not have a Group Rep to elect one and visit our District meeting.
5. Check, with each GR in the District, each group's mailing address listed in the printout provided by the Group Records Coordinator to determine if it is correct.
6. Keep the District Meeting roster up to date.
7. Urge and help every group to complete the Group Change forms for new GRs and new CMAs, either online or manually and promptly return the group data sheets to the NCWSA Records Coordinator.
8. Help new groups register with the Area and World Service.
9. Notify NCWSA and WSO of groups that have closed down.
10. Attend the monthly District 13 business meeting.
11. Submit receipts for reimbursement within 60 days.

IMMEDIATE PAST DISTRICT REPRESENTATIVE

1. Ex Officio—Once elected as DR, one steps automatically into this position in the next Panel.
2. Is available for consultation and functions as part of the corporate memory for District 13.

COORDINATORS

A. Eligibility to be Coordinators and Alternate Coordinators:

1. An Al-Anon member, not necessarily a GR, is elected by District 13 as a Coordinator for any of the service positions required by the District for a three-year term.
2. The Alateen Coordinator must be an Al-Anon Member Involved in Alateen Service (AMIAS), as defined by NCWSA, and must have served as an Alateen Sponsor.

B. General

1. A Coordinator or their Alternate shall attend District 13 meetings and report on current activities.
2. Coordinators will report all expenses within 60 days to the Treasurer with receipts for expenditures.
3. Any Coordinator has the right to form a committee to assist in carrying out the functions of the Coordinator.
4. A Coordinator or Alternate shall submit a budget request to the Treasurer by the January D13 business meeting.

ALATEEN COORDINATOR OR ALTERNATE COORDINATOR

The Alateen Coordinator must be an Al-Anon Member Involved in Alateen Service (AMIAS), as defined by NCWSA, and must have served as an Alateen Sponsor. The Alateen Coordinator:

1. Organizes and chairs Alateen sponsor workshops and provides contact lists of available sponsors in the district;
2. Is responsible for upholding the Traditions and abiding by the Alateen safety requirements set forth by WSO and NCWSA;
3. Works closely with the District Alateen Process Person (DAPP);
4. Maintains contact with the local sponsors and the Northern California Area Alateen Coordinator to exchange information about Alateen activities, encourages Alateen participation at the District and Area levels, and must be available to give rides (with application paperwork);
5. Attends the annual Northern California Alateen Convention (NOCAC) and the Alateen sponsors' R & R Conference and reports back to the District;
6. Participates in District and Area Alateen functions such as NOCAC bashes, Growing Together Conference, fundraisers, and the NCWSA Convention with Alateen participation;
7. Helps new Alateen groups to get started and provides them with Conference Approved Literature or rent to help get them on the right track. New groups should be advised to write to the WSO for free literature packets and registration material. Alateen groups may not meet until they are registered in accordance with the Area Alateen Safety Guidelines;
8. Informs Alateens that new and revised Alateen literature depends on them. Alateens can submit suggestions and material to the WSO or to the Alateen Express (handled by the Alternate Northern California Alateen Coordinator) or to *The Forum*;
9. Handles anything involving Alateen such as Public Outreach and Institutions;
10. Promotes and encourages awareness on the part of both Alateen and Al-Anon that Alateen is a part of Al-Anon and not a separate fellowship nor a part of Alcoholics Anonymous, and that Alateen is informative not preventative!;
11. Hands out Alateen Sponsor Candidate profiles, letters, and literature to prospective Alateen Sponsor Candidates and requests they attend Alateen sponsor workshops;
12. Encourages Alateen Groups to participate in District activities by electing their own GRs and takes them to Assembly, abiding by NCWSA and WSO guidelines;
13. Is accountable to District 13 for scholarship requests (NOCAC & Growing Together Weekend);
14. Provides DR with "Active Alateen Sponsors" List.
15. Submits receipts for reimbursements within 60 days.

ALATEEN PROCESS PERSON, (DAPP)

To insure the safety certification of all Al-Anon Members Involved in Alateen Service (AMIAS), the Alateen Process Person:

1. Is a Certified Alateen Sponsor, FBI-fingerprinted, and serves as backup for the Alateen Coordinator;
2. Coordinates the completion of all paperwork necessary for becoming an AMIAS, in accordance with Area Guidelines for Alateen Safety as defined in #1 above;
3. Keeps a record of AMIAS in the District and verifies the list with the NCWSA APP;
4. Certifies that events in the District that include Alateen participation satisfy the requirements for Alateen Safety as set by NCWSA;
5. Handles yearly recertification of existing District AMIAS;
6. Works closely with Alateen Safety as set by NCWSA;
7. Submits receipts for reimbursements within 60 days.

ARCHIVES COORDINATOR

To preserve the experience, history, and memorabilia of the Al-Anon fellowship for District 13, the Archives Coordinator:

1. Attends District 13 business meetings and submits reports;
2. Provides sufficient space to safely store the files. This can be done in the coordinator's home or another appropriate location. The space should be a smoke- and moisture-free environment.
3. Provides acid-free appropriate storage containers and file folders;
4. Maintains up-to-date inventory of archives;
5. Gathers, organizes, preserves, and protects historical Al-Anon and Alateen District records and memorabilia, past and present, by designated categories;
6. Makes Archives information available to Al-Anon members at the archivist's discretion.

Information to keep:

- Approved minutes from District meetings and original motion forms
 - Paper in a binder by year
 - Digital form on a CD or flash drive by year
- Materials for displays and events
- Newsletters and memorabilia, applicable articles from *The Forum* and newspapers
- Speaker tapes and CDs
- Longtime Member Questionnaire

DIVERSITY COORDINATOR

To provide help in reaching out to the different ethnic and cultural groups in our district, the Diversity Coordinator:

1. Contacts and cooperates with the Public Outreach Coordinator, the Institutions Coordinator, and the Group Reps, encouraging them to keep you informed about any Diversity activities;
2. Meets with different ethnic groups and gives them information about Al-Anon;
3. Plans a Diversity Day with workshops and speakers providing insight into the different cultures;
4. Creates a committee to work on ways to reach these different ethnic groups of people and to help them feel more comfortable in Al-Anon;
5. Submits receipts for reimbursement within 60 days.

INSTITUTIONS COORDINATOR

The Institutions Coordinator acts as a Coordinator for the meetings in institutions in our district.

To avoid confusion and duplication of effort, our responsibility must remain threefold:

1. To the family of the patient or inmate within a facility.
 2. To the facility, courteous acceptance and compliance with its wishes.
 3. To the fellowship of Al-Anon, namely, conducting ourselves in a manner above reproach; to insure that we will not say or do anything that will reflect unfavorably upon the District or upon Al-Anon as a whole.
-

The Institutions Coordinator:

1. Acts as liaison to institutions within the bounds of District 13, such as hospitals, jails, prisons, shelters, etc;
2. Works with the Northern California Area Institutions Coordinator;
3. Keeps an ongoing record of contacts at institutions for future reference;
4. Prepares a calendar or system to keep track of volunteers;
5. Coordinates a list of members of District 13 to speak at institutions;
6. Attends annual Hospitals & Institutions (H&I) Conference and reports back to the District;
7. If Alateen is involved, please pass on to Alateen Coordinator (Juvenile Hall);
8. Coordinates with such institutions delivering literature as they may wish to have Al-Anon materials;
9. Gives a written report to the District on the Institutions meetings and activities;
10. Submits receipts for reimbursement within 60 days.

There are special forms and meeting format dialogs in the Institutions Addendum.

MEETING LIST COORDINATOR

Purpose: To keep the district informed of the meetings and the changes in the schedule. The Meeting List Coordinator also:

1. Produces, prints, and distributes the list of all District 13 meetings. This includes:
 - a. Gathering changes from current meetings,
 - b. Adding new meetings (only if they have a WSO #),
 - c. Removing meetings that have closed down.
2. Forwards information to the District 13 Website Coordinator to update District 13 meeting information, as necessary;
3. Sends the meeting list to the Tele-Service Coordinator;
4. Distributes and provides updates to the members at District 13 meetings;
5. Submits receipts for reimbursement within 60 days.

NEWSLETTER EDITOR

Purpose: To keep the District informed about the events, news, and announcements as well as collect shares for publication by the members on specific topics. The Newsletter Editor also:

1. Publishes the D13 newsletter quarterly or at other regular intervals;
2. Solicits material for the newsletter, in keeping with Al-Anon's 12 Traditions;
3. Gathers information relevant to recovery, service, events, and District 13 business;
4. Edits, publishes, and disseminates information;
5. Arranges printing of newsletter copies and brings them to the D13 business meeting;
6. Sends an electronic copy to the D13 Website Coordinator and the District 13 Archives Coordinator;
7. Submits receipts for reimbursement within 60 days.

PUBLIC OUTREACH COORDINATOR

(includes Public Information and Cooperating with the Professional Community)

Goal

The Public Outreach Coordinator's goal is to **attract to our program** those whose lives are or have been affected by someone else's drinking. The PO Coordinator also strives for name recognition and credibility as a community resource.

Function

The coordinator's public outreach activities **inform the general public** through the media, professionals, and organizations about what Al-Anon/Alateen is, what we do, and how to get in touch with us.

PO Coordinator's Role

The coordinator plans, organizes, oversees, and participates in the District's public outreach activities. The coordinator uses the many public outreach resources, guidelines, and tools available from WSO and the Area. The coordinator also:

1. Maintains a stock of public outreach literature;
2. Encourages individuals and groups to participate in PO activities and to join the PO Committee;
3. Develops a list of members to host information tables at fairs and events;
4. Develops a list of members to speak to professional groups;
5. Attends D13's monthly business meetings and reports on PO activities four times a year;
6. Submits receipts for reimbursements within 60 days;
7. Keeps up-to-date records of organizations, contacts, and activities associated with these organizations; and
8. Cooperates with the Institutions and Alateen Coordinators to avoid confusion and duplication of efforts.

PO Activities

Some of our activities through the media, professionals, and organizations include:

1. Hosting information tables at college and high school health fairs
2. Maintaining public service and meeting announcements on craigslist
3. Listing individual meetings in newspaper calendars
4. Providing *Al-Anon Faces Alcoholism* (public outreach magazine) to local media
5. Maintaining D13's contact information in local phone books and resource directories
6. Placing posters in public places, such as libraries, laundromats, store windows, and schools
7. Providing professionals with D13 meeting schedule and literature
8. Speaking to professional groups

The professionals we cooperate with include:

1. Health-care providers, therapists, and counselors
2. School administrators, guidance counselors, and teachers
3. Religious leaders
4. Employee assistance professionals (EAPs)
5. Attorneys and judges, law enforcement personnel, correctional facilities
6. Local government agencies
7. Alcohol treatment centers and facilities

SAMPLE REPORT

Below is the quarterly report the PO Coordinator presented at the District 13's business meeting on January 13, 2014.

Public Outreach Coordinator Report on 1-13-14

Activities: October 11, 2013 → January 12, 2014

What	Where, To Whom	Volunteers
Post road sign posters	Road Sign Poster Campaign Throughout District 13. PI Coord has printed posters 3 times, totaling <u>430</u> .	Everyone
Publish on craigslist	Re-publish Alateen & Al-Anon announcements each week	Eloise M & Kathy O
Host information tables	College of San Mateo Student Health Fair San Mateo, 10-30-13	Darlene, Eloise M, Linda B
Totals: Literature pieces distributed: 210 People talked with: 50	Cañada College Student Health Fair Redwood City, 11-6-13	Eloise, Jane S, Mary & Dave C
	SamTrans Drivers Health Fair South San Francisco, 1-12-14	Eloise, Mary C
Provide literature	Behavioral Health and Recovery Services, Division of San Mateo County Health System Health Benefits Resource Center, Seton Medical Center, Daly City Human Resources Director, City of Menlo Park Human Resources Vice Chancellor, San Mateo County Community College District	Eloise M

QUARTERLY SPEAKER MEETING COORDINATOR

Purpose: To encourage a speaker meeting in our district and raise funds for the District. This coordinator:

1. Finds an Al-Anon meeting (group) to host the meeting;
2. Finds (a) speaker(s);
3. Creates a flyer;
4. Sends out email reminders about the event;
5. Chairs the speaker meeting;
6. Hands out the Birthday Chips;
7. Arranges for recording the speaker (upon speaker's agreement);
8. Turns over 7th Tradition to the District and pays the rent for the meeting as agreed with the host meeting.

TELE-SERVICE COORDINATOR

Purpose: To provide an easy phone communication to those in the community who want to learn about Al-Anon. The Tele-Service Coordinator does the following:

1. Coordinates with the answering service firm to assure proper handling of calls;
2. Returns calls when requested;
3. Keeps an inventory of meeting lists, envelopes, and stamps to mail out to prospective members and organizations. This can be coordinated with the efforts of others, such as Public Outreach, Alateen Coordinator, etc.;
4. Keeps a record of the answering service contacts and phone numbers;
5. Provides quarterly reports at the District meetings;
6. Submits receipts for reimbursement within 60 days.

SAMPLE REPORT to the District Meeting Teleservice Report District 13 Al-Anon

Oct 2013

Total Calls Received by the Answering Service: 12

Wanted info on mtgs X 2

Call backs X 7

 Wanted info on how to help his addict girlfriend X 1- encouraged to go to an Alanon mtg

 Wanted info on mtgs X 5

 Left message X 3

No message X 2

Wrong number X 1

November 2013

Total Calls Received by the Answering Service: 7

Wanted mtg list X 1

Call backs X 3

 Message left X 1

 Wanted info on mtgs and how mtgs work X 2

No message X 3

December 2013

Total Calls Received by the Answering Service: 9

Wanted mtg list X 2

No mtg at Half Moon Bay

WEBSITE COORDINATOR

Purpose: To provide the community easy access to information about our District and to the meeting schedule. The Website Coordinator is responsible for the content and functions of the District 13 Website, adhering to WSO and NCWSA guidelines and to Al-Anon Traditions. The coordinator also:

1. Maintains use of the website email addresses for District 13 business purposes;
2. Posts district flyers on the website, keeping within the Al-Anon Traditions. (Do not post copyrighted material or images.);
3. Secures copyright permission when necessary;
4. Works with Meeting List Coordinator to keep the meeting information accurate and timely;
5. Actively creates, maintains, retires, and archives District 13 website content;
6. Makes timely responses to all Al-Anon requests for website content changes;
7. Protects website content. Maintains use and privacy of all access accounts and passwords;
8. Makes back-up copies of the website content file to off-line storage;
9. Maintains procedural and technical instructions for use by the Alternate Website Coordinator and or future Website Coordinators;
10. Reports Website Statistics and/or issues at the D13 business meeting;
11. Maintains the District 13 Google Group;
12. Submits receipts for reimbursement within 60 days.