Treasurer

Area 35 Alcoholics Anonymous Trusted Servant Guidelines Updated: June 2015

Position Description:

- Handle all Area monies, keep records of contributions and disbursements, and create Area financial reports.
- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience. These provide the Treasurer Area policy along with specific procedures for handling Area funds.
- Provide Seventh Tradition leadership.

Responsibilities:

- Attend all Area Committee Meetings, Area Assemblies, Annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forum and/or Regional Conferences, where fully reimbursed.
- Present and answer questions at the GSR Orientations at the Assemblies on the assigned topics.
- Present at the Zonal Forums on the assigned topics.
- Secure a PO Box for contributions under the name *Northern MN Area Assembly*. Get contribution envelopes printed with the PO Box number on it.
- Submit documentation to open a bank checking and savings account using the name *Northern MN Area Assembly*. Add the Chairperson as the second name on both of the accounts and have a second set of bank statements mailed to the Chair person's address.
- Order laser printer checks from QuickBooks with continuing sequential numbers.
- Keep a separate chart of accounts for Northern Light fliers, and if needed Grapevine and/or Literature income and expenses.
- Back up QuickBooks on a regular basis and store in a separate location.
- Pick up contributions from PO Box on a frequent basis, making all deposits in a timely manner. Send acknowledgments for contributions which include year-to-date totals.
- Pay bills promptly. (Pay the web hosting fees for the Area 35 website annually to Company: LINKSKY VALUE HOST INC, and pay Southern MN (Area 36) for the State Fair booth.)
- Have the following items readily available at all area functions: Area checkbook, Area Statement of Financial Responsibility, vouchers for completing expense reimbursement, and contribution envelopes for the Area and the General Service Office and Birthday Plan.
- The Treasurer is responsible for compiling and quantifying budgets received from Area Officers and Area Action Committee Chairs into Quickbooks. Work with Area Chair to distribute budgets by the Spring Assembly of the first year and the December Committee meeting of the second year.
- First year budgets are due at the winter workshop, to be published in the Jan./Feb edition of the Northern Light. 2nd year budgets are due by June Area Committee Meeting, to be published in the July/Aug. edition of the Northern Light. [1]
- After the Area Treasurer has made all adjustments to the worksheet of the financial report, and has combined them into an overall budget, both the overall budget and the worksheet of the financial report shall be sent to all districts approximately 60 days prior to the Area Assembly that the budget will be voted on, and be included in the Area Newsletter.
    - Hard copies of the finalized, overall first year budgets should be distributed to the DCMs (by the treasurer or area chair) at the February Committee Meeting.

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[1] Updated 11/1/2013 to reflect the new statement of financial responsibility adopted 10/03/2010.

  - Hard copies of the finalized, overall second year budgets should be distributed at the August Committee Meeting.
- Write a report for each Northern Light issue giving a current financial summary and other financial information of interest.
- Using QuickBooks, or a similar financial program approved by the Area, create and provide the Area with sufficient copies of the following three financial reports at each Area Assembly or Area Committee Meeting:
  - *Detailed Expenditures:* a summary of actual and comparatives for expenses of each Action Committee Chair and Area Officer. Include period totals and year-to-date totals.
  - *Profit and Loss Budget Performance:* A summary financial statement of the total income and expenses for the period. Include period totals, year-to-date totals, period-to-date budgets, and year-to-date budgeted amounts.
  - *Group Contributions Listing:* show period-to-date and year-to-date group and birthday contributions organized by district.
  - *Balance Sheet:* Shows monthly asset balances of all accounts (checkbook, savings, Northern Light fliers, and/or Grapevine and Literature, cash and any other accounts needed) Along with monthly open balance, net income, yearly income, from previous year to account for current monthly total equity.
- Reconcile checkbook in QuickBooks each period and provide the Finance Oversight Committee with copies of a reconciliation report generated by QuickBooks, bank statements, and financial reports at agreed upon times.
- Be present during review of the Area's finances to answer any questions. Explain any unreconciled income and checks.
- Area Treasurer ***and*** Chairperson are responsible for review of the actual expenses incurred, and any discussion of any excessive deviations with the respective person. The Concepts of AA will be used as the guideline for all decisions regarding the financial actions of Area 35.
- Transfer funds to the reserve fund when advised to do so.
- Forward any address changes to the Group Records Secretary.
- If unable to attend any functions, coordinate with the Chairperson for handling of finances.
- Submit for reimbursement of expenses in a timely manner to ensure the consistent and predictable disbursement of Area funds.
- Encourage 7th tradition support through various methods, including workshops, Northern Light Articles, visiting groups and districts, and highlighting the Birthday plan.
- Respond to all written and email correspondence and phone calls promptly.
- Annually complete a tax-exempt form 1099N (good for income less than $50,000 or 1099EZ for non-profit organizations with the Area Chair's approval.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- In the case the Treasurer is not available the Area Chair may sign checks. When opening the checking account, make sure the Area Chair signs a card to be second signature on the account. Area Chair will sign all checks for reimbursement of the Treasurer.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Update the Trusted Servant Guidelines for the Treasurer. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- Upon rotation of office, help the incoming Treasurer with sharing of experience, records, information, and any helpful suggestions for serving as an Area Officer.