

Treasurer Position Description

Per *AI-Anon Alateen Service Manual 2014-2017*, page 159-160:

Area Officer: *An AI-Anon / Alateen member, not necessarily a Group Representative (GR), {elected according to the Colorado Area Guidelines}. The Officer usually serves for a three-year term and votes at the Area World Service Committee meetings, but not at the Assembly unless he is a GR.*

Duties shared by all Officers:

- Attend AWSC meetings during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports in paper form and present them in paper form at Assembly to the Area Secretary and present them in a manner set by the Area Chair. May also submit reports via email.
- Communicate the activities of their positions by submitting an article for each edition of the Area newsletter, *The Butterfly*.
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, inform the Finance Committee Chair promptly prior to making expenditures.
- Be available to share experience strength and hope with incoming and future Treasurers.

Duties of the Treasurer:

- The Treasurer handles all Assembly collections and funds.
- At least once a year prepares a special appeal letter to send to all groups asking them to contribute to the Area treasury to cover Assembly expenses, including contributions to the Delegates' equalized expense.
- Forwards to the WSO, before January 1, the Delegates' equalized expense amount.
- Issues receipts to GRs for any contributions they make on behalf of their groups for the Assembly.
- Pays all bills for expenditures approved by the Area World Service Committee.
- Makes quarterly written financial reports to the Area World Service Committee and periodic reports to the Assembly.
- Monitor income and expenditures of Area funds including DIA, WIA, State Convention and, when necessary, refers over-budget expenditures to the Area Finance Committee.
- Monitor the AI-Anon Family Groups of Colorado treasury, receipting and depositing income from donations by groups, individuals, Assembly collections and fund-raising activities such as DIA, WIA etc.

Accounts

- Obtain the necessary four signatures for each account and filing them with each banking institution.
- Set up checking and savings accounts for Area funds and renews the Certificate of Deposit (or other long-term investments) at the best possible interest rate when it matures.
- Make sales tax payments to the Colorado Department of Revenue and Home Rule Cities/Counties in Colorado for literature sales. Obtains Sales Tax Licenses as necessary for literature sales. (These may include State License, Special Event State License, Home Rule City and Home Rule County Licenses).
- Pay all assembly or Area World Service Committee approved expenses.
- Monitor liability insurance and updates/removes covered sites as necessary. (At times a facility will request that they be added to our insurance for an event such as DIA. After the event is over we need to remove them from the policy.)

- Receive the bill for the Delegate Equalized Expenses fund from WSO. Due by December.

Reporting

- Provide quarterly reports to the Assembly and the September AWSC meeting, including a report of all group contributions during each quarter; budget with updated YTD income and expense figures, and YTD balance sheet. May provide other reports as requested/ needed.
- Annually in October prepare an area appeal letter to be sent to all groups asking them to contribute to the area treasury to help cover area expenses.
- Assist in the preparation and filing of the Area's federal income tax return (form 990) by providing the CPA with the figures for the annual tax return (due by May 15 of the following year). . Provide the CPA with the figures for the annual tax return (due by May 15 of the following year) in a timely fashion. Extensions: first extension for 3 months. Second cannot extend beyond November. (Penalties are assessed by the IRS if filing/ extension requests are not timely.)

Meetings

- Attend required meetings – all finance committee meetings; all Assemblies and AWSC meetings including AWSC budget meeting.(traditionally in **September**)
- Produce bank statements, checking and savings account books and other financial records to assemblies for inspection
- Provide input of financial data (traditionally in **August**) to the Area Finance Committee Chairman (Alternate Delegate) as a basis for the proposed budget presented to the AWSC in September and voted on at the November Assembly.

Records

- Maintain a record of Area owned office/computer equipment.
- Keep all receipts and canceled checks for the past three years. After three years forwards records to archives for storage. Forwards to archives all the original documents pertaining to the financial affairs of the Area.
- File maintains, and safeguards any permanent records pertaining to the Treasurer's responsibilities within the Area, including income and expense records of affiliated activities such as the Weekend in AI-Anon
- Maintains up-to-date record of all receipts and payments. (Currently through Quick Books)
- Monitor the Area's reserve fund to insure that a minimum balance equal to the six months operating budget is on hand
- Obtains expense reports with receipts from officers, coordinators, and committee chairs - quarterly if possible or shortly after the end of the calendar year

Timing of Required Reports and Responsibilities

Monthly:

- Make deposits and Reconcile Bank Statement and pay rent for archives
- Account for budget expenditures, monitoring budget overages

Quarterly Sales Tax:

- Pay Sales Tax collected by Literature Coordinator to Colorado Department of Revenue by April 20th, July 20th, October 20th and January 20th.
- Obtain Sales Tax licenses as necessary and pay City, State and County Sales Tax due from Literature Sales at Assemblies and Area Events such as WIA.

Reports at Assembly

- **Spring Assembly:** a) Reports - Prior year and YTD financial reports (e.g. up to date budget, YTD balance sheet); Group contribution reports for prior year and period-to-date; b) Pass the basket for collections at Saturday Assembly.
- **Summer Assembly:** a) YTD financial reports; b) Group contributions report period-to-date; c) Pass the basket at Saturday Assembly.
- **Winter Assembly** a) YTD financial reports; b) Pass the basket at the Saturday Assembly c) Reimburse both Weekend in AI-Anon chairs (current year and next year) for attending this assembly.

Items that are helpful to have at the assemblies: files for received expense reports and checks, Post-It-Notes, Stapler and tape, checkbook with at least 50 checks, all books of record, bank statements etc for inspection, a list of Districts with number of groups for "banner count", and a calculator.

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