

POSITION TITLE: Treasurer

UPDATE DATE: May 1, 2009

UPDATED BY: Group Services Committee

POSITION DESCRIPTION

The role of the Treasurer is to maintain the financial records of Area 61, receive and disburse funds, prepare yearly budget and periodic financial reports.

JOB REQUIREMENTS

- ❖ Ability to work with numbers. Working knowledge of spreadsheet software.
- ❖ Ability to correspond via email.
- ❖ Detail-oriented with good organizational skills.
- ❖ *Useful skills: Familiar with the Twelve Concepts of Service, working knowledge of word processing software and money program.*

DUTIES & RESPONSIBILITIES

- ❖ Occurs frequently
 - Receive Group contributions via mail.
 - Record contributions by District using spreadsheet software. Research spreadsheet from the Group Records Coordinator for correct group number and District, when needed.
 - Disburse funds to pay for Area expenses and record using spreadsheet software.
 - Receive funds from Literature Coordinator for sale of Conference Approved Literature (CAL) at various workshops and conferences.
- ❖ Monthly
 - Balance checkbook with bank statement (probably using a money program).
- ❖ Quarterly
 - Prepare financial statements for the AWSC and Assemblies. These include the Financial Statement, listing receipts and expenses; the Expenses vs. Budget report; and the Group Contributions report.
- ❖ Semi-annual
 - Attend Policy Committee meetings (if scheduled), Spring & Fall AWSC meetings, and Spring & Fall Assemblies. Submit report, if necessary.
 - Collect funds from Assembly Coordinator from registration fees and any other fund raising events and make bank deposit.
 - Collect funds from Literature Coordinator from any sales made at the assembly and make bank deposit.
 - Prepare Assembly financial report after all income and expenses from the Assembly are received.
- ❖ Annual
 - Prepare budget for upcoming year.
 - Prepare annual financial statements.
 - Submit annual report to the IRS.
 - Transfer funds from working funds to the Reserve funds and to the Equipment funds.
 - Make sure the Equalized expenses are paid to World Service Office (WSO).
 - Renew bonding insurance.
 - Prepare financial disclosure statements in advance of and be available during annual financial audit.
 - At least once a year, send a special appeal letter to all groups asking them to contribute to the Area treasury to cover Assembly expenses. (1)

PUBLISHED REFERENCES

- ❖ Reserve Fund Guideline (G-41).
- ❖ Al-Anon/Alateen Service Manual.
- ❖ Area 61 Policy Manual.

(1) Al-Anon/Alateen Service Manual: World Service Handbook, Duties of Assembly Members, Treasurer section.