

CONFERENCE 2018 Committee 3 Question 2

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Treasurer

Collects the money obtained from passing the pot at group meetings, counts this with a responsible member's help and enters the amount into a cash book or balance sheet in the group accounts book.

Makes regular reports to the group showing how money has been used. After paying the approved expenses, e.g. rent, refreshments and literature and retaining a prudent reserve of one month's running expenses, any surplus should be sent to the intergroup treasurer – preferably by **cheque cheque or by electronic bank transfer** and without delay. **Blank signed cheques** should never be issued. This is a recommended precautionary measure taken on behalf of both the group and the treasurer and applies to **cheque payments cheque payments and / or electronic bank transfers at all levels.**

In effect, covers the cost of all legitimate group expenses from group funds, but does not use funds to reimburse members' expenses in relation to direct Twelfth Step work.

The treasurer should keep the group's funds in a separate group bank account. **which requires two signatures on each cheques All cheque /or electronic bank transfer transactions, should be secured by two of the three duly nominated persons signatures and or by bank approved secure electronic devices.** AA experience clearly shows that it is not a good idea for a group to accumulate large funds in excess of what is needed for monthly rent and bills. It is strongly recommended that, apart from a prudent reserve, all surplus money be sent promptly to GSO via the local intergroup treasurer. Further information on the role of group treasurer is in section 4 Group Money below.

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4 Group Money

Every AA group should be fully self-supporting, declining outside contributions. The job of the group treasurer is one which requires honesty and reliability. As with any other trusted service, the task should be carefully specified and its measure of authority and responsibility made clear and well understood. Responsibility and a reasonable period of continuous sobriety (preferably at least one year) are important.

- Treasurers should keep good, simple records, which should be open to inspection, should report on the group finances at least once a month and encourage the group to talk about financial matters
- Experience has shown that the use of a current account or building society account in the name of Alcoholics Anonymous and the group (see Governance section 5 General Service Board) is recommended for good financial management of the group funds. The bank statement then provides an additional record of the group's finances
- **All cheques All cheques and /or electronic bank transfers should be secured by two of the three duly nominated persons' signatures / or by bank approved secure electronic devices.** **Blank signed cheques** should never be issued. This is a recommended precautionary measure taken on behalf of both the group and the Treasurer and applies to cheque payments at all levels
- Contributions should be collected by passing the pot at group meetings and the Treasurer should count and record it with the help of another responsible group member
- The Treasurer should enter the amount into a cash book and pay the money into the group's account at the earliest opportunity
- After paying the approved expenses, e.g. rent, refreshments and literature and retaining a prudent reserve of one month's running expenses, any surplus should be sent to the intergroup treasurer – preferably **by cheque by cheque and /or electronic bank transfer** and without delay.
- For those groups who do not hold a bank account, it is recommended that a paying in book is used to deposit funds directly into their local intergroup account
- Expenses do not include the use of group funds for social purposes such as dances, bus trips and birthday cakes. Accumulation of large funds is inefficient, wasteful and a denial of Tradition Seven.

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4 Intergroup Money

In addition to the guidelines suggested for a group treasurer the following points should be considered seriously by the intergroup treasurer:

- A current bank account in the name of Alcoholics Anonymous and the intergroup is recommended for running the intergroups' finances. **All cheques /or electronic bank transfers should be secured by two of the three duly nominated persons' signatures / or by bank approved secure electronic devices** should be secured by two signatures – any two from three duly authorised. Normally these would be the Chair, Treasurer and Secretary. In the interest of safety, **blank cheques** should never be signed.
- The intergroup treasurer should produce a statement of accounts in writing including a list of all contributions, at least quarterly with copies available for all GSRs in the intergroup.
- Intergroup treasurers, by means of workshops, discussions on sound AA financial practice, patience and tolerance, should encourage all component groups to contribute to intergroup on a regular basis. Intergroup treasurers should not be reluctant to approach non-contributing groups.
- The accounts should be open to inspection and be properly audited or independently checked once a year.
- Experience shows that the treasurer when making any payments, whenever practical, should do so by cheque. Receipts should be received for all cash payments and retained
- It is suggested that a prudent reserve for an intergroup is three months' running expenses.
- Intergroups should bear in mind that regularity and evenness in the flow of cash to the General Service Office, ideally via their region, is essential for GSO to meet its day-to-day obligations and operate in an efficient and economical manner

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4 Region Money

The regional budget is financed by member intergroup contributions. The Treasurer should present an annual budget based on activities that region has elected to fund during the coming year. These activities must include sufficient funds to pay Conference delegates' expenses and previously agreed service commitments. The cost of officers attending national meetings should also be included.

An annual budget should be prepared and presented so that intergroups may have awareness of the contribution they are suggested to make to their respective regions. Having been audited or independently checked, annual accounts should be presented to and accepted by the regional assembly. Intergroup contributions should be clearly listed in the accounts so that region representatives can confirm their intergroup's contributions have been received. This is a fundamental part of the audit trail.

- Any money surplus to a prudent reserve should be forwarded promptly to GSO.
- Money should be kept in a bank convenient for the Treasurer and payments made **by cheque by cheques /or electronic bank transfers, that should be secured by two of the three duly nominated persons' signatures / or by bank approved secure electronic devices** signed by two of the three signatories authorised by the assembly. **Telephone or Internet banking should only be used where payments and transfers still require authorisation by two signatories.**
- For the important position of trust as a regional treasurer it is recommended that candidates have had previous experience of a Treasurer's role at group and intergroup level.
- To facilitate the running of region finances, a current bank account in the name of Alcoholics Anonymous and the name of the region is recommended (see Governance section 5 of General Service Board of this Handbook).
- The accounts should be audited or independently checked once a year.
- The region treasurer should also seriously consider, for personal protection as well as the safeguarding of AA money, the prudence of not sending or issuing blank signed cheques.
- An important item in any region accounts is the expense incurred in sending Delegates to Conference. This should reach GSO by 31 December for the forthcoming year. Another item of significance is the

cost of sending a variety of region trusted servants to national meetings in York concerned with a range of service activities

- At the Thirty Third General Service Conference, it was agreed that the recommended system for funding the national telephone number would be for groups to continue to fund intergroups, intergroups to fund regions, and for regions to take the responsibility for payment of the telephone accounts
- Regions should bear in mind that regularity and evenness in the flow of cash to GSO is essential for it to meet its day-to-day obligations, and operate in an efficient and economical manner