

Maryland & District of Columbia Area

Guidelines for Area Treasurer

April 2017

The **Treasurer** is a Director of the Corporation. S/he prepares a proposed budget as set forth below in Article VI, Financial Provisions, collects and disburses funds, provides financial reports to the Corporation, and ensures that federal and state tax forms are prepared and filed.

Eligibility and Qualifications:

- Any AI-Anon member who is not also a member of Alcoholics Anonymous and who has served at least 3 years as Treasurer at the district, AIS, or Area convention level is eligible.
- Have experience in bookkeeping and/or financial software (Quicken, Quickbooks, etc.).
- Be familiar with the
 - AI-Anon/Alateen Service Manual.
 - Guidelines from the World Service Office, especially those regarding the duties of Area Officers.
 - The Area Articles of Incorporation and the Area Bylaws.
- Have a good understanding of the Steps, Traditions, and Concepts of Service.
- Be willing to have name, address, phone number, and Email address available to AI-Anon members.
- Be available to travel throughout the Area.
- Be available to serve three years.
- Understand that accepting this position means becoming a Director of AFG of MD & DC Inc and incurring legal and fiduciary responsibilities.

Responsibilities and Duties:

- The Area Treasurer is a member of the Area Steering Committee. The members of the Area Steering Committee have additional obligations and responsibilities. See the *Guidelines for Area Steering Committee Members*.
- The duties of an Area Treasurer are described in the *AI-Anon/Alateen Service Manual*.

- Keep accurate records of all income and expenses of the Area, including, but not limited to:
 - Group/District donations, Individual donations (contributions for print copies of the *AL-ANON-CER*)
 - Any excess contributions from the Spring and Fall Convention Committees
 - Requests for funds from Area Officers and Coordinators (or billings approved by them)
 - Insurance premiums
 - Requests for rent and supplies for all AWSC and Assembly meetings.
 - Donations to WSO.

- Manage the Area checking/savings accounts.
 - Deposit all income into the operational account promptly. Group and District donations should be identified in the *AL-ANON-CER* on a quarterly basis. Electronic (email) receipts may also be used if requested.
 - Pay all expenses from the operational account promptly.
 - Review bank statements and follow up and any discrepancies.
 - Perform bank reconciliations monthly.
 - Issue monthly and/or quarterly reports to the Steering Committee. Notify the Steering Committee immediately if the balance in the operational account becomes dangerously low.
 - The Treasurer may be handling both receipts and disbursements of Area funds. As such, in accordance with the required/recommended procedures in the D&O insurance policy, set up an independent review of the bank reconciliation process by another member (or other measures to satisfy such requirements and protect the Steering Committee).

- Prepare a yearly budget with the help of Area Coordinators and Steering Committee to be discussed and amended at the Fall Area World Service Committee meeting and to be approved at the Fall Area Assembly and publish the approved budget in the next issue of *AL-ANON-CER*.

- Report financial status to the AI-Anon membership.

- Publish reports on a calendar quarterly basis in the *AL-ANON-CER* and provide copies, or summaries at each Area Assembly and AWSC meeting. Use of Audio/Visual presentations may limit the number of copies made. Distribution may be made by electronic means.

- Present annual report at Spring Area Assembly showing total income and expense for previous year and comparison to Budget of that year.

- Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.

- Ensure that the Area is fulfilling the financial portion of its legal obligations.

- Have Form 990 EZ prepared by May 15th and Maryland Form 1 (Personal Property Tax) prepared by April 15th and submit copies to Area Chairman.

- Be familiar with the provisions of our State of Maryland Tax-Exempt status, and expiration date. This tax-exempt status can be used by the Area Officers, Coordinators, by the Convention Committees, by Districts, and by Groups, for purchases in Maryland. It cannot be used by the Information Services. Provide such information and a copy of the current Sales Tax Exemption Certificate to Area Officers and Coordinators, Convention Committees, and District Reps. District Reps should distribute to Group Reps.
- At the close of your three-year term of service, or at the request of the Area Chairman at any time, close the books through 12/31 and have them ready for audit by March 1st
- Prepare written or typed report of activities, information, thoughts and ideas for the Area Archivist at the end of your term of service.