

AREA TREASURER

QUALIFICATIONS:

- Any Al-Anon/Alateen member who is not also a member of AA is eligible to serve.
- Must be experienced in bookkeeping and able to be bonded.
- Be thoroughly familiar with the Service Manual from the World Service Office, Guidelines from the World Service Office, and have a working knowledge of the Steps, Traditions and Concepts of Service.
- Be willing to have name, address and phone number published in the Area newsletter.
- Be available to travel throughout the Area.
- Be available to serve three years.

DUTIES:

- Follow duties of Area Treasurer as listed on page 146 in the Service Manual.
- Keep accurate record books of all income and expenses of the Area:
 - a. All checks must be signed by Area Treasurer and Area Chairman or Delegate or Alternate Delegate.
 - b. Keep books on a calendar quarterly basis from January through December:
 - Jan. 1 to Mar. 31 - 3 mos. - 3/31 summary.
 - Apr. 1 to June 30 - 6 mos. - 6/30 summary.
 - July 1 to Sept. 30 - 9 mos. - 9/30 summary.
 - Oct. 1 to Dec. 31 - 12 mos. - 12/31 summary.

[Treasurer must be able to use computer software, like Quicken, or Excel, have access to email and be willing to have name and contact information published in the *Al-Anon-Cer*.]

Each summary to be published in *Al-Anon-Cer*. Annual report to be presented at Spring Area Assembly after audit.

- c. Record income and expenses.
 - i. Disbursements - Expenses:
 - Bonding fees
 - Liability Insurance Fees
 - Pay and renew non-profit mailing permit annually.
 - Make deposits in a timely manner to the non-profit account at post office so that the newsletter and other mailings go out on time.
 - Reimburse requests for funds from Area Officers and Coordinators at Area World Service Committee meetings and Assemblies out of their allotted budget amount with approval of Area Chairman and/or Area World Service Committee or Area Assembly.
 - ii. Income and Contributions:
 - Make deposits in Area account in a timely manner.
 - Issue receipts to members for their contributions.
 - Receive subscriptions to *Al-Anon-Cer* for deposit in Area account and forward subscriptions to *Al-Anon-Cer* promptly to be placed on label and mailing list.
- Prepare list of Group and District contributions to be published in *Al-Anon-Cer* four times a year.
 - Attend all Area World Service Committee meetings, give report and vote on issues.
 - Attend all Area Assemblies, give report and vote on issues only if holding service position of Group Representative.
 - Prepare a yearly budget with the help of Area Chairman to be discussed and amended at the Fall Area World Service Committee meeting to be approved at the next Area Assembly. Have the approved budget published in the *Al-Anon-Cer*.
 - File Form 990 if applicable. Treasurer responsible for contacting I.R.S. and filing appropriate forms.
 - Familiarize yourself with the provisions of our State of Maryland Tax Exempt status. This tax exempt status cannot be used by Groups, Districts or Al-Anon Information Services. It is for the Area only.
 - 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 by January 15. Have books ready for audit by February 15. Receive books back in a timely manner in order to present Annual Audited Report to Spring Assembly.
 - Prepare written or typed report of activities, information, thoughts and ideas for the Area Archivist at the end of your term of service.