

## **SUGGESTED GUIDELINES TREASURER / ALTERNATE TREASURER**

Duties: (One of the most responsible positions in AA)

- Make timely deposits.
- Attend District Meeting.
- Pay all District expenses and bills.
- Maintain and update passwords and security questions for on-line banking.
- Assure two signatures are on the checks (need to be the signers on the bank acct).
- Prepare Monthly Treasurer Report.
- Reconcile Monthly Bank Statement.
- Present current Reports and Bank Statement at District Business Meetings.
- Keep accurate up-to-date records of Checking Account and Reports.
- Maintain addresses for check disbursements.
- Maintain Prudent Reserve.
- Pay rent on Jan 1<sup>st</sup> and July 1<sup>st</sup>.
- Pay insurance by March 1<sup>st</sup>.
- Recommend disbursement of excess District Funds in August of each year.
- Set up accounting system for his /her duties.
- Train / pass duties and info to next Treasurer i.e., 2 month transition period.
- If possible, serve on the Finance Committee Meetings at the Area level.
- Monitor the District Budget Balances.
- Send acknowledgements of Donations to sender.
- Remove outgoing names from District Insurance Policy and replace with incoming names.
- Be the keeper of District Insurance Policy and maintain the location of the Policy (UCC Church).
- Retrieve mail from PO Box 80 Bath, Maine frequently.

Alt Treasurer:

- Monitor outlay of monies by committee officers and members.
- If possible attend the Area Finance Committee meetings if the Treasurer cannot.
- Be prepared to assume the duties of the Treasurer.

Requirements for Treasurer and Alternate:

- A minimum of one year sobriety and grounded in the 12 Steps and 12 Traditions of AA
- Served as Group Treasurer
- Have knowledge of bookkeeping and spreadsheets, technology literate
- Available to attend Monthly District Meetings
- Have a Service Sponsor

Term:

- 2 Years, expires on Dec. 31 of each odd year