

ASSISTANT TREASURER GUIDELINE
(Duties not interchangeable with Treasurer)

Who is eligible to serve as Assistant Treasurer: An Al-Anon member. It is recommended that the member be active in the Al-Anon program for a minimum of three years; and have a Sponsor and a Service Sponsor.

Skills or talents needed:

1. Recommended that the trusted servant be organized and have basic computer skills. Excel helpful.

Description of duties:

1. At least three times per month, empties the District 14 PO Box in order to provide timely payment of bills directed to this address and to provide timely deposit of group or individual contributions directed to this address. Retains bank and corporate correspondence directed to this address. Distributes to the District Representative or appropriate coordinator any event announcements provided by other Al-Anon or AA entities directed to this address. Currently the District PO Box is #416 in the Todo Santos USPS branch office, located at 2043 East Street, Concord, CA.
2. Collects and deposits into the District 14 Checking Account all contributions made by member groups and individuals directed to the District PO Box or given by hand to the Treasurer. These contribution deposits shall be made separately from other funds received. The source and amount of each contribution shall be clearly noted on the Treasurer's financial report during the month received.
3. Creates a receipt/thank you note for each contribution made to the District, noting the amount received, indicating the source of the contribution, and transmits this receipt/thank you note back to the source of the contribution while retaining a copy of the receipt/thank you for the District records.
4. Creates a receipt for each donation of goods or services made to the District noting the agreed upon value of the goods or services, indicating the source of the donation, and transmits this receipt back to the source of the donation while retaining a copy of the receipt for District records.
5. Arranges for collection of 7th Tradition and Donation Drawing receipts at all monthly Speaker Meetings and special District 14 events and deposits these funds separately from other contributions or receipts in the District 14 Checking account.
6. Arranges for collection of CD sales receipts at monthly Speaker Meetings, during special District 14 events, and at other suitable times, and deposits

these funds separately from other contributions or receipts in the District 14 Checking account.

7. Meets quarterly for review of the District 14 Checking account by the District Representative, the Treasurer, and a rotating Group Representative, including access to any spread sheet data, and any desired District records.

Approved 10.19