

TREASURER GUIDELINE

(Duties not interchangeable with Assistant Treasurer)

Who is eligible to serve as 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 have a financial background and experience.
2. Recommended to have a computer and be able to work with Excel spreadsheets and *Quickbooks Online* and to provide monthly reports to the District at monthly meetings.
3. Good organizational skills and the ability to meet deadlines for the filing of taxes and other corporate documents.

Description of duties:

1. Submit Monthly Financial Reports and Monthly Reconciled Bank Statements at each Monthly District Meeting. The report must show contributions and donations received, expenditures paid on behalf of District Officers, Coordinators, and other members, bill payments, and approved donations made on behalf of the District. It also shows approved budget expenditure amounts by category, current expenditure subtotals, prudent reserve subtotals, and District 14 Checking account balances.
2. Provides guidance and support for any special District 14 event Treasurer.
3. Provides guidance concerning any District 14 financial question raised by a District member.
4. Pays all bills of the District, including but not limited to telephone, listing, printing, P.O. Box rental, and publishing charges. The specific bill charges shall be clearly noted on the Treasurer's financial report during the month paid.
5. Reimburses all expenditures incurred by District Officers, Coordinators, and other members when accompanied by a completed District Reimbursement Form and all pertinent receipts. These documents shall be submitted to the Treasurer within 90 days of incurred expenses. The reimbursement shall be clearly noted on the Treasurer's financial report during the month paid.
6. Maintains records of all bill invoices, reimbursement forms, and receipts in order to support review of any expenses made on behalf of District 14. Records must be maintained for at least five (5) years.
7. Suggests to District 14 suitable donation amounts to NCWSA, WSO, monthly meeting location, and other appropriate entities based on available surplus funds.

Issues approved donations to designated recipient entities, and retains the resulting receipt acknowledgement as part of the District record.

8. Balances the District 14 Checking account monthly, and maintains copies of the monthly reconciliation and bank statements.
9. Meets quarterly to audit the District 14 Checking account activity and bank reconciliation with the District Representative, the Assistant Treasurer, and a *rotating Group Representative*.
10. Prepares and submits the Federal (Form 990) and State (Form 199N) Tax returns by May 15 for the previous tax year. The filings shall include the consolidation of income received by the District as well as the Literature Depot.
11. Prepares and submits "APPLICATION FOR REGISTRATION NONPROFIT RAFFLE PROGRAM" and "nonprofit raffle report" TO THE CALIFORNIA JUSTICE DEPARTMENT due September 1. (These forms cover reporting of raffle events and collections during the period from September 1, to August 31 of the previous year). Also prepares and submits an annual "RRF1" form to the State Attorney General denoting raffle (donation drawing) events of the year. This form is due by May 15.
12. Makes an Annual Financial Report to the District stating the year end financial results during the January District Meeting.
13. Prepares a Draft annual budget to be reviewed, discussed and revised as needed at a Special Budget Planning Committee Meeting for any District member who wishes to attend. Schedules the meeting to be held in January of the year being budgeted. Presents the outcome of the Committee Meeting to the Regular February District 14 Meeting.
14. Safeguards financial resources including the following: PO Box key, Online checking account user Id and Password, unused checks, checking account Id, State Charity Registration Number, Corporation Number, and Federal Employer Identification Number.
15. Retains copies of Literature depot financial accounts for State and Federal tax purposes as well as incorporation documentation.
16. Coordinates the transition of the District 14 Checking account during the first two weeks of January at the commencement of a new panel.
17. When necessary, prepares a special appeal letter to be sent to all groups within District 14 asking for contributions to the Treasury to cover expenses of the District.
18. Attends District 14 Monthly meetings, Board meetings, and annual budget planning meetings.