

Northern California District 14 AFG Incorporated Guidelines
Approved June 2025

Assistant Treasurer

The Assistant Treasurer is an Officer of Northern California District 14 AFG Incorporated and a Voting Member of the Board.

Eligibility

- Elected by District 14 for a three-year term or until the end of the current panel.
- An AI-Anon member. It is recommended that the member be active in the AI-Anon program for a minimum of three years and have a Sponsor and a Service Sponsor.

Skills or talents needed

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

General duties

- Attend District 14 Monthly Meetings.
- Report all expenses to the Treasurer within 90 days with receipts for expenditures.

Specific Duties (Not Interchangeable with the Treasurer)

1. At least two 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 AI-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 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.
4. Attends all District 14 Monthly Speaker Meetings in person to collect 7th Tradition donations. Have the District Rep, Alternate District Rep, or another Board

member count the money and sign off on it with you, at the end of the meeting, before it is deposited at the bank.

5. Arranges for collection of 7th Tradition and Donation Drawing receipts at all 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. Maintains a spreadsheet that is sent to the Treasurer along with a scan of all checks and any other pertinent information sent to the P.O. Box.
8. 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 spreadsheet data, and any desired District records.

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