



NORTH CAROLINA / BERMUDA AL-ANON / ALATEEN AREA WORLD SERVICE COMMITTEE

Area Treasurer

The North Carolina / Bermuda Al-Anon / Alateen Area Bylaws, Article VII, Officers, Section 10, define the role of the Area Treasurer as:

“The Area Treasurer shall (a) have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such depositories as shall be selected in accordance with the provisions of these Bylaws; (b) maintain appropriate accounting records as required by law; (c) provide a budget status report at the Area World Service Committee and Assembly meetings and a fiscal yearend report shall be provided each year at the May Assembly; (d) shall keep a list of and prepare, or cause to be prepared, the required local, county, state and federal tax returns; and (e) in general perform all duties incident to the office of Area Treasurer and such other duties as from time to time may be prescribed by the Chairperson or by the Board of Group Representatives and described in the Al-Anon / Alateen Service Manual.”

Area Treasurer Duties

- The Area Treasurer records income and expenses against budgeted line items. The budget is for fiscal year February 1 through January 31. The budget is prepared based on previous year's expenditures and discussions with Area World Service Committee (AWSC) members. (See Area Budget Report)
Additional items for budgeting include:
 - The Delegate's visit to Bermuda, budgeted the year before the visit. This is a separate line item.
 - New *Service Manuals* for each AWSC member the year the manuals are released. The cost is covered in "AWSC Supplies" on the budget.
- The Area Treasurer sends appeal letters to all Al-Anon and Alateen groups in February, May and October. An electronic version of the Area appeal letter is e-mailed to the AWSC members. DRs distribute the appeal letter electronically to those groups that have provided an e-mail address. The letter is sent by postal mail to all other groups. The group mailing labels for these groups are supplied by the Alternate Delegate. The Area Treasurer requests labels from the Alternate Delegate in ample time for them to be printed and mailed.
- The Area Treasurer gives returned mail to the District Representative (DR) to research the correct mailing address.
- The Area Treasurer logs donation checks into a ledger by district, then by group and group number. The checks are stamped with an endorsement on the back. A deposit ticket is completed with date and total number of items to be deposited, including any cash. A printed adding machine tape of the total amount is included with the deposit. The total amount of the deposit is noted in the area checkbook.
- The AWSC member that lives closest to the Area Treasurer is listed as a signatory on the Area's checking account.
- The Area Treasurer provides a non-profit tax receipt for those persons or groups that request one.
- The Area Treasurer provides an expense report form for use by Area officers, coordinators and past Delegates.
- The Area Treasurer reimburses the expenses of all Area officers, coordinators, and past Delegates to AWSC meetings and Assemblies.

- The Area Treasurer reimburses the expenses of any interim officer to AWSC meetings or Assemblies until the election is held.
- The Area Treasurer is bonded through the Western Surety Company.
- The Area Treasurer is responsible for filing all applicable tax forms to maintain the Area's 501(c)3 and 170(c)2 status. Form 990-N is filed annually with the IRS, with a filing deadline five (5) months after the close of the fiscal year. This is completed through an "e-postcard" on the IRS website, www.irs.gov/charities.
- The Area Treasurer pays to WSO the full expense for the Delegate to attend the World Service Conference and writes a "Love Gift" donation of \$75.00 for the Delegate to donate at the World Service Conference.
- The Area Treasurer gives a \$1000 check to the Area Literature Coordinator at the January AWSC meeting so that (s)he may use the funds for literature purchase during the fiscal year.
- The Area Treasurer renews the annual Dishonesty Bond and Liability Insurance policy with 43 Crane Court, Concord, North Carolina 28025-9655 as the mailing address.
- The Area Treasurer arranges to have an Al-Anon member conduct an internal audit of the Area Treasury at least once per fiscal year.
- The Area Treasurer looks for ways to improve and create cost savings for the good of the Area as a whole.

Area World Service Committee (AWSC)

- The Area Treasurer has vote on the AWSC.
- The Area Treasurer is assigned to the Group Services Service Arm.
- The Area Treasurer's expenses for AWSC activities related to transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Treasurer gives a report on the Treasury and requests approval.
- The Area Treasurer presents to the AWSC at the last AWSC meeting prior to the Fall Assembly the "proposed budget" for feedback.
- The Area Treasurer has access to an e-mail account for AWSC communications or arranges to have an "e buddy" who will receive e-mails on his or her behalf.
- The Area Treasurer regularly checks the area G-mail account or arranges to have these e-mails forwarded to a personal account.
- The Area Treasurer prepares a written report for the Area Newsletter if requested. Type size, font, and deadline are determined by the Area Newsletter Editor.

Area Assembly

- The Area Treasurer brings the cash box with \$125 in \$5 bills and \$30 in \$1 bills for petty cash / change at registration.
- The Area Treasurer gives a report of the Treasury at each Assembly and requests approval.
- The Area Treasurer's expenses related to printing of a report, transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Treasurer presents to the Board of Group Representatives at the Fall Assembly the "proposed budget" for discussion and vote. Once the budget is approved it may not be amended during the fiscal year.

Area Treasury Equipment

- Plug-in calculator with tape
- Cash box

Area Budget Report

Beginning Balance
Deposits / Donations
Newsletter subscriptions
Subtotal

Expenses
Returned check fee
Cash on hand

Budget Line Item	Total Budget	Spent to Date	Remaining Balance
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Alateen / Coordinator

Travel
Projects
Supplies

Alternate Delegate

Travel
Projects
Supplies

Area Chairperson

Travel
Projects
Supplies

Archives / Archivist

Travel
Projects
Supplies

AWSC / Assemblies

Projects
Supplies

Convention Chairman

Travel
Projects
Supplies

Delegate

Travel
Projects
Supplies

Insurance Premiums

Literature / Coordinator

Travel
Projects
Supplies

Budget Line Item	Total Budget	Spent to Date	Remaining Balance
Newsletter / Editor			
Travel			
Projects			
Supplies			
Past Delegates			
Travel			
Public Outreach / Coordinator			
Travel			
Projects			
Supplies			
Reserve			
Projects			
Secretary			
Travel			
Projects			
Supplies			
Spanish Liaison			
Travel			
Projects			
Supplies			
Treasurer			
Travel			
Projects			
Supplies			
Website / Coordinator			
Travel			
Projects			
Supplies			
Totals			