



# NORTH CAROLINA / BERMUDA AFG, INC. AREA WORLD SERVICE COMMITTEE

## Area Treasurer

The North Carolina / Bermuda AFG, Inc. Bylaws, Article VII ~ Duties of Officers, Section 4, define the role of the Area Treasurer as:

**“THE TREASURER (AREA TREASURER).** The Treasurer shall be the financial officer of the Corporation and shall provide advice to the Corporation with respect to general financial policy and ancillary matters such as the collection, custody, and control of funds of North Carolina / Bermuda AFG Inc. and maintenance of books of accounts and financial records subject to such directions as may be given by the Board of Trustees. The Treasurer is responsible for having the books of account of the Corporation audited at regular intervals as directed by the Board of Trustees. The Treasurer may be an authorized signatory for disposition of funds of the Corporation on deposit in banks and other holding accounts. The Treasurer shall not be individually responsible for accounting procedures, security of funds, books of accounts or financial records, but does have general oversight authority respecting these matters.”

### Area Treasurer Duties

- The Area Treasurer records income and expenses against budgeted line items. The budget is for fiscal year January 1 through December 31. The budget is prepared based on previous year’s expenditures and discussions with Area World Service Committee (AWSC) members. Additional items for budgeting include:
  - The Delegate’s visit to Bermuda, budgeted the year before the visit, is a separate line item.
  - The Alternate Delegate’s visit to the Southeast Regional Delegates Get Together (SERDGT), budgeted the year before the visit, is a separate line item.
  - New Service Manuals are purchased for each AWSC member the year the manuals are released. The cost is covered in the “Literature Purchases” line item on the budget.
- The Area Treasurer sends appeal letters to all Al-Anon and Alateen groups in January, April, July and September. An electronic version of the Area appeal letter is emailed to the AWSC members. DRs District Representatives distribute the appeal letter electronically.
- The Area Treasurer gives returned mail to the District Representative to research the correct mailing address.
- The Area Treasurer works District Representatives to get the correct Area Treasurer address to all groups so that donations can be made to the correct and current Area Treasurer. The Area Treasurer logs donation checks into a computer spreadsheet file 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, or uses an Area bank card.
- The Area Treasurer ensures that all AWSC officers are listed as signatories on the Area’s checking and savings accounts.
- 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, in accordance with the Area travel policy. Any expenses in excess of that authorized by the Area travel policy must be approved by the Area Chairperson before the expense is reimbursed.
- 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 statuses. 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](http://www.irs.gov/charities).
- The Area Treasurer pays to WSO the full expense plus 10% for the Delegate to attend the World Service Conference and writes a "Love Gift" donation for the Delegate to donate at the World Service Conference.
- The Area Treasurer renews the annual Dishonesty Bond and Liability Insurance policy.
- The Area Treasurer arranges to have an AI-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.
- The Area Treasurer files quarterly sales and use tax to the North Carolina Department of Revenue and pays the sales tax at that time.

#### **Area World Service Committee (AWSC)**

- The Area Treasurer has vote on the AWSC.
- The Area Treasurer attends the annual meeting of the Board of Trustees (Officers) immediately following the first AWSC meeting of each year.
- The Area Treasurer's expenses for AWSC activities related to transportation, meals, hotel and required supplies are reimbursed through the Area Treasury.
- The Area Treasurer gives a report on the Treasury, e-mails it to the Area Secretary at least one (1) week prior to the meeting and requests approval at the AWSC meeting.
- The Area Treasurer presents to the AWSC prior to the Fall Assembly the "proposed budget" for feedback.
- The Area Treasurer has access to an email account for AWSC communications.
- The Area Treasurer regularly checks the area generic email account or arranges to have these emails forwarded to a personal account.

#### **Area Assembly**

- The Area Treasurer handles monies for registration at Assembly, and brings small bills for change as needed.
- The Area Treasurer attends the regular meeting of the Board of Trustees (Officers) immediately following the Spring and Fall Assemblies in May and November, respectively.
- The Area Treasurer gives a report of the Treasury at each Area Assembly, e-mails it to the Area Secretary at least four (4) weeks prior to the Assembly and requests approval at the Assembly.
- The Area Treasurer's expenses related to printing of a report, transportation, meals, hotel and required supplies 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.