

AREA L.E.G.S. (LAKE ERIE GENERAL SERVICES)

This position was created to adhere to our 11th concept that calls for total fiscal accountability of NA funds. The Assistant Treasurer will assist the Treasurer in the accounting; recording and reporting of the use of Area LEGS funds. The position will also prepare the Assistant Treasurer in effective leadership to rotate to the Treasurer's position.

ASSISTANT TREASURER'S GUIDELINES

1. Recommended clean time of five (5) years
2. Will assist and support the Treasurer
3. Assistant Treasurer's responsibilities are:
 - a. maintains a duplicate set of financial records
 - b. reviews financial records to perform audit
 - c. completes annual simple 990 tax filing (online)
 - d. record and report annual group donation report
 - e. record and report annual checks used report
4. Can make deposit to the Area bank account
5. that the Assistant Treasurer be added as a signer on the ASC bank account.
6. Writes all checks to vendors and pays all bills. All checks written to vendors and for reimbursement must be pre-approved by the Voting Body of the ASC
 - 6a) No money is to be spent by any member without prior approval from the Voting Body of the ASC.
7. Submits a typed financial report that includes outstanding checks in conjunction with an attached current balanced bank statement at (Standardized Treasurer form) each monthly ASC meeting.
8. Maintains separate records for all Convention Subcommittees that generate revenue.
9. Balances books at the end of the Convention, submits final financial statement, and prepares final check for 100% of proceeds

to be submitted to the ASC the month following the convention;
This contribution excludes the pre-registration amount for the
upcoming convention.

10. Assist the Treasure in keeping records available for audit(s).

11. Maintains P.O. Box for the convention and distributes incoming mail to
appropriate committees. [this responsibility is shared with Registration
Chairperson]

12. In the event of a convention the Assistant Treasurer shall be bonded.