

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

This position was created to adhere to our 11<sup>th</sup> 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. Assistant Treasurer will *not* be a signer on the Area LEGS account but can not be in "Check System" to be elected Treasurer