

GA Treasury Guideline Example

This document is provided as an example for groups to write their own guidelines. The specific numbers and values may not be the same as your group, modify them accordingly.

Objective

The objective of the treasurer is to pay all expenses for the <<your group name here>> Meeting while maintaining a prudent reserve of two months expenses. If the treasury balance gets significantly above or below that number, the treasurer should inform the group under new business and take corrective action to get the balance back to the proper level.

The treasurer is a trusted servant for the group. Each group member has the right to look over the ledger at any time and participate in the suggested audits. Requests to review the books and regular audits do not indicate a lack of trust in the treasurer – they are a demonstration of the group’s participation in self-governing. Also, GA experience has shown that groups that allow their treasury balance to increase significantly above a prudent reserve can lead to controversy within the group.

Current Prudent Reserve Calculation

Monthly Expenses

Rent	\$50
Intergroup	\$20
Supplies	\$ 5
ISO Donation	\$ 5
Misc	<u>\$10</u>
Total	\$90

Prudent Reserve is two months expenses = \$180

If the weekly treasury balance drops below \$80, recommend increasing suggested donation by \$1, if the balance goes above \$280, recommend making an additional donation to Intergroup and/or ISO.

Other Responsibilities

Supplies

The treasurer should try to maintain the following supplies:

<u>Qty</u>	<u>Description</u>
3-5	Blue and red books
>4	1, 3, 6, and 9 Month key chains
1-2	1 Year Pins
>4	Newcomer packets

Bookkeeping and Reporting

The treasure shall keep a ledger of all income and expenses that can be reviewed by any group member at any time. It is recommended that all bills be paid by money order and the money order receipt be saved along with all expense receipts. If any bill is paid by the group’s checking account, the check number will be recorded in the ledger and a copy may be requested during audits to verify an expense has been paid. The groups funds can be held in any manner agreed on upon the group (cash, money orders, group checking account, etc). Some groups use money orders made out to rent, ISO, or Intergroup instead of holding on to cash.

The treasurer shall give a report at every meeting of the funds collected, bills paid and the current treasury balance. If the treasurer is absent, a report shall still be given and the name of the person holding the funds collected at that meeting should be written next to the amount collected. The group should vote to approve any expense over \$25.

Audits

It is recommended that the group review the treasurer's book every quarter. At least one group officer (chairperson, secretary, etc) and one other group member should verify the following:

- Current treasurer's balance matches the meeting sheet balance (on the night of the audit, the treasurer should be able to produce the funds, money order(s) or account statement to verify the funds match the treasury balance)
- Rent and Intergroup monthly expenses are paid through the current month
- Receipts and cancelled checks match the paid expenses for the past 3-6 months
 - For bills paid by check, the treasurer shall produce a copy of any cancelled checks requested by the group
- Records are neat and legible

Rotation

The position of treasurer should be rotated on a quarterly basis. Any person nominated for the treasurer position should have at least one year abstinence from gambling. If a treasurer returns to gambling, a new treasurer should be elected at the next meeting and an audit of the group's funds should be performed at that time.

Open Meeting Funds

In the event the group votes to host an open meeting, the following guidelines are recommended:

- A separate collection should be taken at each regular group meeting for donations to the open meeting
- All funds collected for the open meeting should be kept in a separate ledger and used to pay for all expenses for the open meeting
- Any funds collected in excess of open meeting expenses should be reported to the group after all expenses have been paid and a group vote taken to decide what to do with the excess funds (seed money for next open meeting, donate to Intergroup, ISO, etc)

Addresses (Examples – Replace with your group's information)

Church (or meeting location)

Current monthly donation: \$50

<<Church Name>>

Attn: Treasurer

<<Church Address>>

Intergroup

Current monthly donation: \$20

Intergroup

<<Intergroup Address>>

ISO

Current monthly donation: \$5

GA ISO

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