Area Treasurer

Area Treasurer is a steward of all funds and reports to the Area Assembly on the Kentucky Area financial matters.

He/she is elected by the Area Assembly, comprised of the Area Group Representatives, for a 3-year term. If he/she is unable to complete the term, the Area Chairperson will identify a replacement to complete the term. That person will assume responsibility as soon as necessary, and the replacement will be approved by the Area Assembly at the next Area Assembly meeting to finish out the term.

He/she votes at the Area World Service Committee (AWSC) meetings but not at the assemblies UNLESS he or she is also a group representative.

Responsibilities:

1. Following the close of the October Election Assembly, and prior to December 15, will meet with the outgoing treasurer to receive all documents pertaining to the treasury records and software, along with checks for the balance of the accounts, if the account will be established at a different bank for the new term.
    a. Will obtain a letter from the chairperson or use the October Assembly minutes with the results of the elections, to present to the bank to have current treasurer added and outgoing treasurer's name removed from existing operating and reserve funds accounts.
    b. Will maintain and balance the operating and reserve fund accounts.
    c. Two signatures are required on all checks written on the account (Area Treasurer and Area Chairperson). Additional signers can be appointed by the Area Chairperson.
    d. Should the Treasurer follow his/herself, the same account can be used after the bank statements are viewed and approved by the AWSC.
    e. Treasurer will provide log in information for the account to the Chairperson so he/she can occasionally review the account.

2. Incoming treasurer will determine the address for sending Area Contributions and distribute address. It will need to be determined at the beginning of each term, whether this address can/will be used as the general mailing address for the Area as well.

3 Handles all area funds and contributions, and reports as follows.

Group Contributions Reports

a. At March Assemblies, provides two separate reports showing contributions by district broken down by groups.
    - Report 1 showing all contributions for January through December of previous calendar year.
    - Report 2 showing all contributions for January through February of current calendar year.
b. At June and October Assemblies, provides a report showing contributions by districts, broken down by groups, for January of the current year through the period being reported.
b. Upon request, provides a receipt of contribution(s) to a group or district.

Presents quarterly treasury reports noting beginning balance from previous treasury report, income and expenses since previous treasury report and ending balance:

…at the January AWSC, presents Treasury report for October thru December. This is the only time the treasury report is presented to AWSC.

NOTE: If new term has just begun, the previous treasurer prepares the treasury report and the incoming treasurer presents the report, noting the balance that was transferred to them.

…at the March Assembly, presents:

a. October thru December Treasury report.
b. January thru February Treasury report.

…at the June Assembly, presents the March thru May treasury report.

…at the October Assembly, presents the June thru September Treasury report.

Presents a yearly budget for October 1 through September 30, one month prior to the October Assembly, prepares and distributes the proposed operating budget to the AWSC and Assembly for approval.

4. Prior to January 1, forward to the World Service Office (WSO) the equalized (or full) expenses approved by the assembly, for the Area Delegate's attendance at the World Service Conference (WSC).

5. Pays area liability insurance premiums as presented by insurance agent.

6. Pays expenses authorized by the Area Assembly in a timely manner.

7. Pays for Group Representatives (GRs) and/or District Representatives (DRs) if funds are unavailable through his/her district.

8. Sends the Al-Anon Convention Host Committee Treasurer a check for the seed money.
    a. When host committee begins preparing for the convention, they are hosting, they will contact the Area Treasurer. He/she will send a check for the seed money for that convention to the Host Committee Treasurer.
    b. The check will be recorded as an expense in the quarterly treasury report. No entry for the seed $$ is included in the annual budget.
    c. There should be no more than 2 years in seed money out at a time.
    d. The Convention Profit on the yearly budget is amount received from convention minus the seed money they received.

        RECORDING OF PROFIT IN THE ANNUAL BUDGET IN OCTOBER

        - If $$ received from the convention committee minus the seed $$ is $0.00 or less than $0.00 is entered on the convention profit line.
        - If $$ received from the convention committee minus the seed $$ is greater than $0.00 that difference is entered on the convention profit line.

Revised Treasury Report description submitted by June Clopein (January 2023)

Consensus from AWSC 3.3.23 and Area Assembly 3.4.23