KY Area Position Guidelines
Treasurer

The Kentucky Area Treasurer is the steward of all Kentucky Area funds. The treasurer reports to the KY Area Assembly on all area financial matters.

The treasurer is elected by the group representatives (GRs) serving in KY Area 21. The treasurer serves a 3-year term. If the treasurer is unable to complete the term, the area chairperson will identify a replacement. That person will assume responsibility as soon as necessary, and upon approval at the next area assembly, they will finish out the term.

The treasurer votes at the Area World Service Committee (AWSC) meetings, but not at area assemblies, UNLESS they are serving also as a GR.

RESPONSIBILITIES

1. After the October assembly election, and prior to December 15, the new treasurer will:
    - meet with the outgoing treasurer to receive all bank records, treasurer's reports, electronic storage devices, and the check book.
    - present the bank with verification of the election results (either a letter from the chairperson, or the October assembly minutes), in order to be added to the existing accounts. (The outgoing treasurer's name should be removed from the accounts. Should the treasurer follow themself, the same account can be used after the bank statements are viewed and approved by the AWSC.)
    - inform the area assembly of the address to which contributions should be sent.

2. The treasurer will maintain and balance the operating and reserve fund accounts.

3. Two signatures are required on all checks written on the operating account. The area treasurer, chairperson, or delegate can be one of the two signers on the account. Additional signers can be appointed by the area chairperson.

4. The treasurer will provide login information for the account to the chairperson and delegate so they can occasionally review the account.

5. Upon request, the treasurer provides a receipt of contribution(s) to a group or district.

6. Prior to January 1, the treasurer will 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).

7. The treasurer pays area liability and bond insurance premiums as presented by the insurance agent.

8. The treasurer pays expenses authorized by the area assembly in a timely manner.

9. The treasurer pays for GRs and/or District Representatives (DRs) to attend AWSC and/or area assembly if funds are unavailable through their district.

10. Payment of the area convention seed money and recording of convention profits are as follows:
    - When the current Al-Anon host committee begins preparing for their convention, they will contact the area treasurer for start-up (seed money) for their convention. The treasurer will send a check in the amount approved by the area assembly to the host committee treasurer made out to the current host committee.
    - The check will be recorded as an expense in the quarterly treasurer's report. No entry for the seed money is included in the annual budget.
    - There should be no more than 2 years in seed money out at a time.
    - Convention income (any profit from the convention minus the seed money) is included on the yearly budget.

REPORTS

Treasurer's Reports (noting beginning balance from previous report, income, expenses, and ending balance) are given as follows:

…at the January AWSC present**:**

previous October thru December report

NOTE: This is the only time the treasurer's report is presented to the AWSC because no assembly is held in January. If a new term has just begun, the previous treasurer prepares the treasurer's report and the incoming treasurer presents the report, noting the balance that was transferred to them.

…at the March assembly, present:

a. previous October-December report

b. January-February report

…at the June assembly, present:

March-May report

…at the October assembly, present:

June-September report

Group Contribution Reports (showing contributions by district broken down by groups) are given as follows:

…at the March assembly, present:

a. report from January through December of the previous calendar year

b. report from January through February of the current calendar year

…at the June and October assemblies, present:

report from January of the current year through the period being reported

GUIDELINES ON ACCEPTING LARGE DONATIONS FROM INDIVIDUALS (approved by the AWSC and KY Area Assembly on October 4th, 2025)

- An Al-Anon member may contribute annually any amount up to 1% of the actual total income from the previous fiscal year as it appears in the currently approved KY Area budget document.
- No individual contribution is acknowledged publicly.
- No individual contribution can be earmarked for any specific purpose or program.
- If an individual contribution does not adhere to these guidelines, the check will be returned by the treasurer.

CREATION OF THE BUDGET REPORT FOR UPCOMING FISCAL YEAR (October 1st of current calendar year through September 31st of next calendar year)

- One month prior to the October assembly, the treasurer will prepare and distribute a proposed operating budget to the AWSC and area assembly for review.
- If/when the proposed budget is approved by the area assembly, the treasurer will update the budget document changing "proposed" fiscal budget to "approved" fiscal budget.
- The treasurer will send the approved budget to the website coordinator to be displayed on the area website.

Approved by consensus:
October 2, 2026 AWSC
October 3, 2026 Assembly