

Name of Position – Treasurer (3 year term)

Overview of Position – The Treasurer is responsible for handling all collections and funds for Area 89. This includes issuing receipts for all contributions received, paying the bills for all expenditures approved by Sask Al-Anon/Alateen Assembly, depositing all monies received, maintaining all financial records in Quickbooks, preparation of quarterly financial reports in Excel spreadsheets, reporting to the Area World Service Committee and Assembly, and preparation of financial appeal letters that are sent to groups twice per year.

The Treasurer will have an Area 89 laptop computer that can access email and the internet to provide communication with Districts, Area and the World Service Office. **Motion 4/17:** That Position Guidelines for Saskatchewan Al-Anon Coordinators and Table Officers be updated to include: “must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.” Area Secretary to update position guidelines. **Carried**

Responsibilities at Committee Meeting -

Attendance at Committee meetings twice a year is expected – meetings are held in spring and fall, usually March and September each year.

The Treasurer is responsible to prepare and present the Financial Report at the Business meeting (10 min max). Paper copies of the report are to be distributed to Committee Members at the beginning of the meeting. – approximately 30 copies are required. **The financial reports should also be emailed to the Secretary after approval at each Committee Meeting so a copy can be included in the minutes.**

The Treasurer will also prepare and present the annual budget at the Spring Committee Meeting as part of the Financial Report.

If required, deliver a “Notice of Motion” at Committee Meeting for any financial expenses that will require a vote at the next Assembly Meeting. The best practice is to contact the Chair prior to the meeting and have this item put on the agenda.

The Treasurer is responsible for paying and/or topping up Advances to Table Officers and Area Coordinators where applicable, at the Spring Committee Meeting each year. These advances are recorded and submitted on the “Advance/Expense Voucher” which must be signed by the receiver. An honorarium is paid to the Webmaster each year.

The Treasurer will reimburse all Table Officers, Area Coordinators, and District Reps for their expenses to attend both the Spring and Fall Committee Meetings. Current practice has been that each committee member would pay their own expenses such as hotel and/or meals up front if applicable – this will depend on the meeting venue. They would then submit their receipts, along with their expense forms, to the Treasurer before the end of the weekend to allow time for preparation of cheques. Mileage is to be paid at the rate indicated on the

expense forms – current rate is \$0.30/km. (Motion 19/13)

The Treasurer will issue receipts for any contributions received and place the original copy in the appropriate District file folder before the end of the weekend.

The Treasurer will display the Gratitude Basket on the head table and ask the Chairperson to announce/encourage donations. In this way, individual members can show their gratitude for the Al-Anon Program; there are no guidelines for contributions. The Treasurer is responsible for collecting and safekeeping of those funds throughout the weekend. No receipts are issued for Gratitude Basket donations.

The Treasurer will supply the Delegate with a copy of the Income Statement at each Committee Meeting showing group and district contributions.

The Treasurer will place a copy of each District's Quarterly Contribution Report in the appropriate District file folder at each Committee meeting.

Responsibilities at Assembly Meeting

Attendance at Assembly Meetings twice per year is expected – meetings are held in spring and fall, usually in June and November each year.

Incoming personal sharing (15 min max) Spring Assembly - year 1

Outgoing service sharing (15 min max) Fall Assembly - year 3

The Treasurer is responsible to prepare and present the Financial Report at the Business Meeting (10 min max). Paper copies of the report are to be distributed at the beginning of the meeting (Friday night) – approximately 90 copies are required. **A copy of the Financial Report should also be emailed to the Secretary after approval at each Assembly meeting so that a copy of the report can be included in the minutes.**

If required, deliver "Motions" during the Business Meeting for any financial expenses that require a vote for approval at the Assembly floor. The best practice is to present a "Notice of Motion" at the previous Committee Meeting or contact the Chair prior to the Assembly, so that this item can be placed on the agenda and also included in the Friday Night discussion of Pertinent Topics.

The Treasurer is required to attend the Saturday evening "Ask-it-Basket" session. It is helpful to bring along a copy of the Al-Anon/Alateen Service Manual and to be familiar with its contents, especially the Concepts and Traditions.

The Treasurer is responsible for collecting a refund for Advances not spent by the outgoing Table Officers and Coordinators, where applicable, by Dec. 31st each year. This is recorded and submitted on the "Advance/Expense Voucher".

The Treasurer will reimburse only the Table Officers and Coordinators for their expenses to attend both the Spring and Fall Assembly Meetings. The current practice is that each would pay their own expenses such as hotel and/or meals up front, if applicable – this will depend on the meeting venue. They would then submit their receipts, along with their expense form, to the Treasurer before the end of the weekend to allow time for preparation of cheques.

Mileage is to be paid at the rate indicated on the expense form – current rate is \$0.30/km. (Motion 19/13)**Note:** It is the responsibility of each District to cover the cost of their District Representative to attend Assembly Meetings.

The Treasurer is responsible for the collection and safekeeping of all Sask Al-Anon/Alateen funds throughout the Assembly weekend which can add up to a substantial amount. It is very important that the Treasurer keep the cheques and cash with them at all times to protect against theft or loss.

The Treasurer will issue receipts for any contributions received and place the original copy in the appropriate District file folder before the end of the weekend.

The Treasurer will display the Gratitude Basket on the head table and ask the Chairperson to announce and encourage donations. In this way individual members can show their gratitude for the Al-Anon program; there are no guidelines for contributions. No receipts are issued for Gratitude Basket Contributions.

The Treasurer will display the “Love Money” Basket on the head table and ask the Chairperson to announce and encourage donations to help pay miscellaneous expenses for the Area World Service Delegate when travelling to the World Service Conference. The Delegate is responsible for collecting and safekeeping of those funds through the weekend – no receipts are issued for Love Money donations.

The Newsletter Editor will ensure they have a table set up where they can sell and renew Newsletter subscriptions throughout the weekend. The Treasurer will provide the Newsletter Editor with a separate duplicate or triplicate receipt book and collect all funds from the Newsletter Editor at the end of the weekend for deposit to Sask Al-Anon Assembly bank account. It is the Newsletter Editor’s responsibility to provide the Treasurer with a balanced accounting of funds received in the receipt book.

The Treasurer will supply the Delegate with a copy of the Income Statement showing quarterly contributions by Districts and Groups at each Assembly Meeting.

The Treasurer will place a copy of each District’s Quarterly Contribution report in the appropriate District File Folder at each Assembly Meeting.

A Registration Committee is selected for each Assembly weekend and they are responsible for the collection of registrations monies and payment of all expenses for the weekend. Once the Registration Committee has finalized their accounting, they are responsible to forward, in a timely manner, any remaining funds to the Treasurer for deposit to Sask Al-Anon Assembly bank account. They are also required to include a “Statement of Receipts and Disbursements” – there is a blank stencil that can be used for this purpose included with the registration supplies.

On-going Responsibilities/Job Details

The Treasurer is responsible for the collection and safekeeping of all funds and ensuring they are deposited to the Sask Al-Anon Assembly bank account in a timely manner.

- Contributions: Group, District, Personal and Misc.
- Public Outreach Contributions
- Newsletter Subscriptions
- Special Fundraisers and Events Money
- Gratitude Basket Collections
- Committee or Assembly Meeting Income
- Miscellaneous Income

Twice a year, before Spring Assembly and Fall Assembly Meetings, the Treasurer should prepare and send out an Appeal Letter requesting contributions to Sask Al-Anon/Alateen Assembly to all those on Area 89 email list throughout the province. This is a good reminder for Group and District representatives to bring their contributions to the Treasurer when they attend Assembly meetings. This appeal letter can use the theme for the upcoming Spring or Fall Assembly and should include a request that group Reps read the letter to their groups at two or more meetings. Previous appeal letters are on the Treasurer's computer.

The Treasurer is responsible to issue a receipt for all funds collected – except Gratitude Basket and Love Money contributions. For accounting purposes, a numerical duplicate or triplicate receipt book should be used. The receipts are to be marked with the appropriate District # and the original is copy is then filed in the District folders at each quarterly meeting. The District Reps are then responsible to distribute the receipts accordingly.

The Treasurer is responsible for collecting all Newsletter Subscriptions and fees. The Treasurer's address is listed on the Subscription forms so they can be received by mail. It's necessary to complete the subscription form with the date and payment amount, and then forward the subscription information to the Newsletter Editor. Receipts are issued for all subscription fees – a separate duplicate or triplicate Receipt Book is used for the Newsletter subscriptions only. To ease the burden on the Treasurer on Assembly weekends, the Newsletter Editor is responsible for selling and renewing subscriptions, and will turn over all funds to the Treasurer at the end of the weekend.

The Treasurer will make all bank deposits using a duplicate type deposit book and is responsible to order and maintain a sufficient supply of deposit books and business cheques – 300 cheques should be ample for a 3 year term.

The signing officers for Sask Al-Anon/Alateen Assembly will be the Treasurer, the Delegate and the Chairperson. All cheques must be signed by two officers. The Treasurer is responsible for ensuring all signing authority documents at the bank are current and updated whenever the signing officers change. Copies of previous letters are on the Treasurer's computer.

All expenses approved – either by new motions on the Assembly floor or by old motions

on record that are still in effect – are to be paid by the Treasurer. Expenses are to be submitted by invoice, on the Expense Vouchers with receipts attached, or on the Advance Vouchers. The Treasurer will review these forms for accuracy prior to issuing payment, and record the date of payment and cheque number on the voucher.

The Treasurer is also required to keep the Motions Binder up to date with new motions as they are passed.

All Table Officers and Area Coordinators have an annual budget amount which is listed on the Financial Reports. Some positions are supplied with an Advance at the beginning of each year which is to be used to cover expenses incurred while fulfilling the duties of their position. Expenses to attend Committee or Assembly Meetings will not be included in this amount. The Table Officers and Coordinators should submit their receipts with a breakdown of expenses paid for with Advance funds on a quarterly basis. At the end of their 3 year term, Advance funds remaining must be returned to the Treasurer. The Treasurer will top up Advances in Jan. for the current year. Those positions supplied with an annual Advance are as follows: World Service Delegate, Area Secretary, Public Outreach Coordinator, Literature Coordinator, Alateen Coordinator, Newsletter Editor, Adult Children Coordinator. The Advance amounts are determined by a motion passed at Assembly and are listed on the financial report.

Before December 31st of each year, the Treasurer is required to submit an advance payment to cover the costs of our World Service Delegate to attend the World Service Conference in the spring of each year. Each year, in early fall, both the Treasurer and the Delegate will receive a remittance form from World Service Office stating the amount and instruction for payment. The budget should reflect this increased amount every third year.

The Treasurer will be responsible for selecting a banking institution that provides convenient banking for the Treasurer and provides Sask Assembly with competitive banking services, free of service charges where possible. Bank assets presently held by Sask Al-Anon/Alateen Assembly are:

- Royal Bank – General Chequing Account – No charge, non-interest bearing
- Royal Bank – Guaranteed Investment Certificate – Al-Anon Prudent Reserve

******Because there are Royal Bank branches in many places, it may not be necessary to open a new account at the beginning of each new Treasurer's term. The Treasurer could continue to operate the same accounts with any Royal Bank in Saskatchewan, providing signing authority documents are updated accordingly.

General Chequing Account: This is the main account that all contributions and income are deposited into and all expenses are paid from. **Motion 04/06:** "That the Area Treasurer be granted authorization to invest and transfer funds into GIC's or T-Bills that are not locked in, ensuring a balance in the Cash Account remains, and acting in the best interests of

Saskatchewan Al-Anon and Alateen Assembly.”**Current practice is to keep a balance of approximately \$3000.00 in the general account at all times, and transfer any amounts over and above that to an investment.

Al-Anon Prudent Reserve Account: This account was established in 1984 as an emergency fund in the event of a serious financial shortfall in Sask Al-Anon/Alateen Assembly’s financial resources. When this account was established, it was decided that all investment income earned be re-invested to the account, providing for ongoing financial growth. Currently, these funds are held in a Guaranteed Investment Certificate, and are not locked in, should funds be required for transfer to the General Operating Account in the event of a shortfall.

Alateen Reserve Fund & Alateen Activity Fund: These funds are held in the main bank account for Alateens, Motion 30/14. The funds are reported separately on the Financial Statements as each is used for a different activity. The Alateen Reserve Fund was established in 1986 with profits from an Alateen Conference held in Humboldt. The purpose of this account is to provide funds for one/half the cost for Alateen Group Representatives to attend Spring and Fall Assembly Meetings, as required. **It is necessary for the Alateen Member to apply for this compensation from the Treasurer and that they register for Assembly. The Activity Fund is for Alateen’s activities.

The Treasurer will reconcile the bank account and prepare quarterly financial statements in Quickbooks. This will include a “Statement of Earnings” and “Balance Sheet”. The Statement of Earnings will itemize Revenue and Expenses for the current period, as well as year to date totals. It will also include the current year’s itemized budget and the previous year’s actual totals. The Balance Sheet will provide a summary of assets including outstanding advances and a summary of all bank accounts.

Financial statements will be prepared for the following periods:

- * January to March – to be presented at Spring Committee Meeting
- * March to June – to be presented at Spring Assembly
- * June to September – to be presented at Fall Committee Meeting
- * September to November – to be presented at Fall Assembly
- * November to December 31st – to be presented at Spring Committee the following year.

The Treasurer will maintain accurate accounting records, recording all bank entries (cheques and deposits) and other accounting entries in a permanent record, in order to provide concise information concerning the financial transactions and financial position of Sask Al-Anon/Alateen Assembly at all times. A computer accounting software program called “QuickBooks Pro” is currently being used for this purpose, as well as spreadsheets in Excel.

These records must be backed up onto a flash drive on a regular basis to prevent permanent loss of data in the event of a computer failure. The Treasurer will maintain a filing system for all physical and electronic financial records, and is responsible to maintain confidentiality of these records at all times. **** It is standard practice that all financial records be kept for a minimum of 7 years plus the current year. The financial records have been archived on a flash drive to 2015 and given to the Archivist.**

The Treasurer is responsible to arrange an annual check on the Sask AI-Anon/Alateen accounting records. This will ensure that all financial statements are accurate and in accordance with Canadian generally accepted accounting principles. **Motion 34/15** states: "That the current practice of Review Engagement of the Area Financials be replaced with a yearly check of the books by a qualified individual person to be chosen by the Treasurer in consultation with two Table Officers. The results of which would be a letter read into the minutes at Spring Assembly. The honorarium would not exceed \$200.00." The cost of a Review Engagement was prohibitive and we are not required to have one as per World Service Office policy.

The person who is providing this service will require the following information from the year being checked:

- * Bank Deposit Slips
- * Cheque Stubs
- * Receipt Books
- * Expense/Advance Vouchers and receipts
- * Bank Statements and Bank Reconciliations
- * Quarterly and Year End Financial Reports
- * Contribution Reports
- * Minutes and Motions from Committee and Assembly Meetings
- * Flash drive containing current QuickBooks backup and all AI-Anon files

Budget Amount - \$200.00/yr

How budget is used – Photocopying, computer cartridges, copy paper, blank cheque orders, receipt books, binders and filing supplies, misc. office supplies, back up flash drive, updates to accounting software, travel for past Treasurer to travel to transfer records to new Treasurer.

By the end of your term, clean and organize any boxes being passed on to the new person. Update your Job Guideline and submit to Area Secretary.

Meeting Checklist

- * Meeting Agenda
- * Cheque Book
- * Receipt Books (Regular and Newsletter)
- * Current Financial Reports
 - Email copy to Secretary
 - 30 copies Committee Meeting
 - 90 copies Assembly
- * Contribution Reports
 - 1 copy to Delegate
 - 1 copy to each District
- * Blank Expense and Expense/Advance Vouchers(duplicate) – approx. 20 of each
- * Minutes of last meeting and past motions
- * Expense Binder
- * Briefcase containing supply of pens, pencils, eraser, highlighter, stapler and staples, elastic bands, paper clips, sticky notes, and notepad.
- * Previous Financial Reports
- * QuickBooks Reports
- * Service Manual
- * Gratitude Basket
- * Love Money Basket
- * Calculator
- * Coin wrappers
- * Ziploc Bags & envelopes for cash/cheques
- * Deposit only stamp for cheques and stamp pad

Updated May 2017