

# The Duties of the SLAA Intergroup Treasurer

page 1 of 2

I. Purpose: As of September 15, 2007, this document is to provide SLAA members an understanding of how the Treasurer acts as a “trusted servant” of SLAA.

II. General Responsibilities of all Officers: The following statement is copied from the Bylaws and provided within this template of position duties for your convenience. It should accurately reflect the Bylaws; if it does not, remind the Bylaws officer that this section of the template must be updated.

*1. Attendance at all Intergroup meetings is required. If officers cannot attend, they should:*

*a) arrange for a replacement who can perform their duties, or*

*b) supply an official written report, or in the case of a non-reporting officer, supply an official written notice of non-attendance, which must be sent either to the Chair or the Recording Secretary prior to the Intergroup meeting.*

(10/15/2005)

*Officers who fulfill these criteria are considered “Not In Attendance.” If officers fail to make these arrangements for a given meeting, they are considered “Absent” from that meeting.*

*2. In the event that an Intergroup officer is Absent (rather than “Not In Attendance”) 3 consecutive meetings or 4 in a calendar year, they may be replaced if the group favors such action.*

(7/17/99)

*3. Reporting and non-reporting officers*

*a) Reporting officers should provide a written or verbal report at each Intergroup meeting.*

*b) Non-reporting officers may make a report at any Intergroup meeting provided they notify the Chair in advance, and must make a report if requested in advance by the Chair or by a vote of Intergroup.*

*4. Outgoing officers work at the end of their terms with incoming officers to transfer the duties of the position.*

III. Specific Responsibilities of the Treasurer: It is important that you remember to document the responsibilities of your position. At the end or beginning of your term, inform the Bylaws officer of how, if at all, these responsibilities have changed.

A. On-going and As Needed.

1. Inputs financial transactions totaling thousands of dollars using Quicken personal finance software.
2. Maintains custody over business checking account, registered at WAMU as “Bay Area SLAA Intergroup, The Augustine Fellowship”.
3. Deposits 7<sup>th</sup> tradition donations to checking account.
4. Disburses funds for all approved expenses using bank’s online payment system whenever possible.
5. Use Quicken to reconcile check register balance to bank balance.

[continued on next page]

6. Use Quicken to create a financial report that contains the following information which can be incorporated by reference into the minutes:
  - Total donations received since prior report and calendar year-to-date
  - Total expenses incurred since prior report and calendar year-to-date
  - Current cash balance in checking account segregated by general fund, ABM fund, prudent reserve, and literature fund
  - Current literature inventory balance provided by Literature Officer
  - Outstanding debts, if any, owed by Intergroup
  - Outstanding receivables, if any, owed to Intergroup
  - Net balance after considering indebtedness and/or receivables
  - List of local groups that have not submitted 7<sup>th</sup> tradition donations for the calendar year including notation of which groups are financially challenged
7. Deposits funds to checking account from special events including talent show, seasonal celebration and workshops
8. When necessary, reports on projected expenditures.
9. When necessary, revises the prudent reserve. The prudent reserve is currently \$2,400 and is a combination of \$1,000 for operations and \$1,400 for ABM. Any revision must be approved by Intergroup.
10. Disburses contributions to FWS when sufficient funds are available above prudent reserve.
11. Maintains key for post office box (POB) at 13<sup>th</sup> St. in Oakland.
12. Retrieves mail from POB and distributes at the Intergroup meeting.

B. Time Sensitive Duties.

1. Periodic – input activity to electronic check register and disburse funds
2. Weekly – download transactions to check register and reconcile check register to bank balance.
3. Monthly – reports to Intergroup by providing a written and verbal accounting.
4. Monthly – retrieve mail from POB, prepare financial reports for meeting.
5. Annually – review prudent reserve and projected expenses for next year; distribute custody of treasury possessions and Quicken financial records to incoming Treasurer.