

## **DISTRICT 22 AA INTERGROUP TREASURER**

**1) INTRODUCTION:-** District 22 is one of the Districts in The North Florida Conference Area 14 Assembly of Alcoholics Anonymous. District 22 covers all of Flagler County, Florida (approximately 40 autonomous AA groups). District 22 consists of (i) the "District Committee" which serves as the formal link between the individual AA Groups, the Area Conference, and the outside public and (ii) the "Intergroup Committee" which exists to perform service functions as determined from time to time by the member groups and the District Committee.

**3) THE DISTRICT 22 INTERGROUP COMMITTEE:-** Meetings are currently held on the first Monday of each month at Flagler Hospital, beginning promptly at 6:30 pm and lasting approximately 1 to 1½ hours. The Members of the District 22 Intergroup Committee are (a) Group Representatives who are appointed by the individual groups within Flagler County and who vote according to the group conscience of their home groups; (b) the Officers of Intergroup - Chairperson, Treasurer and Secretary. Officers vote only if they are also the representative of a group. And (c) Service Committee Chairpersons. Elections to fill Committee Officer positions are held at the February business meeting in even numbered years for a two-year term which begins the following March.

The Policies and Procedures for the operation of the District 22 Intergroup Committee are laid out in the Structures and Guidelines document. It constitutes a supplement to, not a replacement of, the AA Service Manual. In particular the document includes guidelines for (a) Financial Priorities and Guidelines (b) Program Funding Priorities (c) Budgets (d) Reimbursement of Expenses and (e) Prudent Reserves. The Treasurer, as one of the Officers, should make themselves familiar with this document, as well as the AA General Service literature on the Group Treasurer (publication F-96 "The Group Treasurer" and MG-15 "Finance").

**4) INTERGROUP TREASURER:-** It is suggested the Treasurer should have a minimum of 2 years of continuous sobriety and be willing to develop a working knowledge of the Steps, Traditions and Concepts. It is preferred that the Treasurer be familiar with basic bookkeeping practices, e-mail, and computerized data entry and reporting.

Responsibilities: The responsibilities of the Intergroup Treasurer include:

- a. Collect and safely deposit all group contributions.
- b. Regularly attend the monthly District Intergroup Meeting.
- c. Operates within the financial guidelines in paragraph 3 JI "Financial Matters".
- d. Open a non-interest bearing checking account in the name of "Flagler Intergroup -District 22 " using the tax ID number for the District. Attention is paid to the checking account name so as not to break the anonymity of those who maintain the account and those who receive expense reimbursements.
- e. Maintain two signature cards on file in the name of the Treasurer and the current Chairperson.
- f. Balances the checkbook and reviews bank statements for errors.
- g. Maintain a record of all income and its source.
- h. Maintain a record of all expenses with receipts.
- i. Present an annual expense and income statement to the Committee Members at the January meeting.
- j. Assist the Committee in forming a budget plan for the upcoming year.
- k. Brings checkbook, as well as, current records of income and expenses to the monthly District Meeting. Reimburses authorized expenses at the end of each meeting.
- l. Provides a Monthly Treasurer's Report to the Committee Members at each monthly Meeting. Each month provides a printed report and a copy of the most recent bank statement to the Chairperson.
- m. Keep a file of important papers and information to turn over to her/his successor. Receipts should be retained for a minimum of one year. Check records bank statements should be kept for three years. Digitized copies of financial statements/reports should be retained permanently on appropriate digital media.
  - a. The Treasurers files may be purged in January of each year.
- n. Upon completion of a full term shall recruit a replacement for nomination to the Committee.
- o. Maintains the District PO Box. Collects and distributes mail from the PO Box.