

Duties of Treasurer

- To handle all Assembly collections and funds.
- To prepare a special appeal letter to be sent at least once a year to all groups asking them to contribute to the Area treasury to cover Assembly expenses, including contributions to the Delegate's Equalized Expense.
- To forward to the WSO, before January 1, the Delegate's Equalized Expense amount.
- To issue receipts for any contributions received.
- To pay all bills for approved expenditures. It is sound business practice to have four members authorized to sign checks; of these, two signatures should be required on every check.
- To make quarterly written financial reports to the Area World Service Committee and periodic reports to the Assembly.

Source: Al-Anon/Alateen Service Manual 2018-2021

Southern Illinois Area Al-Anon Family Group's, Inc. (SIAFG) Treasurer: Job Description

The treasurer will spend about two hours a month on keeping records, posting checks, writing receipts and a little more when it is time to do the annual budget. The special skills needed for this job are a love for numbers, some knowledge of Word and Excel programs. All records are kept electronically and saved to a thumb drive.

- The treasurer will keep records of all transactions, including accounts of assets, liabilities, receipts, disbursements and losses.
- Attend SIAFG Area Assembly meeting and Southern Illinois Area World Service Committee (SIAWSC) meetings.
- Create annual budget.
- Create treasurer's reports.
- Present budget and treasurer's report at SIAFG Area Assembly and SIAWSC meetings.
- The treasurer has charge and custody for all funds and securities of SIAFG. The treasurer will deposit all monies in the bank and keep records of such funds. The checking account must have four officers assigned to sign checks, and have two signatures on every check.
- Collect area donations, and distribute written receipts.
- Set up and set aside a reserve fund as directed by SIAWSC.
- Forward to AFG, Inc. (World Service Office), before January 1st, the equalized sum for the delegate's fund.
- On annual basis, report to Internal Revenue Service (IRS) SIAFG's tax-exempt status.