

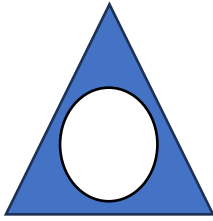
Al-Anon Family Groups -Tennessee Area 52

Treasurer

Adopted: 11/2/2024

DUTIES

- A. Is familiar with “Basic Skills and Knowledge Requirements of All Area Officers and Coordinators”.
- B. Has access to the Dedicated Area email account for Treasurer which passes from Treasurer to Treasurer.
- C. Serves as Treasurer of the Board of Directors for Al-Anon Family Group – Tennessee and attends Board meetings as required.
- D. May obtain a Post Office Box in lieu of using a private address.
- E. Has basic software knowledge of the current accounting software.
- F. Records details of group contributions and other receipts.
- G. Deposits checks; balances Area checkbook.
- H. Reimburses Area expenses as requested.
- I. Pays Area expenses as necessary.
- J. Retains a credit card or debit card associated with the Area’s Financial Account(s), according to the Area Historical Resolutions Log.
- K. Provides accounts passwords to the Area Delegate.
- L. Presents previously published Treasurer’s Report (with updates) at Area meetings. Ensures the reports include the “Budget vs Actual” report and the most recent reconciled Area bank statements with the account numbers redacted.
- M. Presents the year-end summary of the previous year’s budget versus actual at Spring Area meetings.
- N. The treasurer’s reports will be available in the Area electronic platform with redacted account numbers.
- O. Files 990N (e-postcard) annually.
- P. Submits Area financial records for internal review at the end of the second year of the Delegate’s three-year term.
- Q. Sends all groups the Service Arms Contribution sheet twice a year.
- R. Prepares a packet for the GRs, DRs and Area website. Sends the packet via email to GRs, CMAs, and DRs two weeks prior to each Area meeting, including:
 - a. A welcome letter from the treasurer
 - b. A budget description
 - c. The definitions of terms



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- d. A letter that states where the Area contributions go
 - e. The most recent Treasurer's report to the Area.
- S. Obtains annual budget requests from officers and coordinators two weeks before Fall AWSC.
- T. Prepares and presents annual budget for approval at Fall AWSC and Assembly meetings.
- U. Reviews expenses and manages all line items.
- V. Passes the basket at all Area meetings and includes PayPal announcement for electronic/hybrid meetings.
- W. Manages the Area's Reserve fund according to Area Guidelines.
- X. Is a signer for the Area bank accounts.