

## District 14 Treasurer Guidelines (FINAL)

1. Submits a monthly written financial report at each monthly District Meeting (first Wednesday of each month). This report must show contributions and donations received, expenditures paid on behalf of District Officers, Coordinators, and other members, bill payments, and approved donations made on behalf of the District. It also shows approved budget expenditure amounts by category, current expenditure subtotals, prudent reserve subtotals, and District 14 Checking account balances;
2. At least three times per month, empties the District 14 PO Box in order to provide timely payment of bills directed to this address and to provide timely deposits of group or individual contributions directed to this address. Retains bank and corporate correspondence directed to this address. Distributes to the DR or appropriate coordinator any event announcements provided by other Alanon or AA entities directed to this address. Currently the District PO Box is #416 in the Todos Santos USPS branch office at 2043 East Street, Concord, CA;
3. Collects and deposits into the District 14 Checking Account all contributions made by member groups and individuals directed to the District PO Box or given by hand to the Treasurer. These contribution deposits shall be made separately from other funds received. The source and amount of each contribution shall be clearly noted on the Treasurer's financial report during the month received;
4. Creates a receipt for each contribution made to the District, noting the amount received, indicating the source of the contribution, and transmits this receipt back to the source of the contribution while retaining a copy of the receipt for District records;
5. Creates a receipt for each donation of goods or services made to the District noting the agreed upon value of the goods or services, indicating the source of the donation, and transmits this receipt back to the source of the donation while retaining a copy of the receipt for District records;
6. Arranges for collection of 7<sup>th</sup> Tradition and Donation Drawing receipts at all monthly Speaker Meetings and special District 14 events and deposits these funds separately from other contributions or receipts in the District 14 Checking account;
7. Arranges for the collection of CD sales receipts at monthly Speaker Meetings, during special District 14 events, and at other suitable times, and deposits these funds separately from other contributions or receipts in the District 14 Checking account;
8. Provides guidance and support for any special District 14 event Treasurer;
9. Provides guidance concerning any District 14 financial question raised by a District member;
10. Pays all bills of the District, including but not limited to telephone, listing, printing, PO Box rental, and publishing charges. The specific bill charges shall be clearly noted on the Treasurer's financial report during the month paid;
11. Reimburses all expenditures incurred by District Officers, Coordinators, and other members when accompanied by a completed District Reimbursement Form and all pertinent receipts. These documents shall be submitted to the Treasurer within 90 days of incurred expenses. The reimbursement shall be clearly noted on the Treasurer's financial report during the month paid;

12. Maintains records of all bill invoices, reimbursement forms, and receipts in order to support review of any expenses made on behalf of District 14. This can be accomplished through a digital scan with a redundant electronic repository on a different device from the primary digital record location or by retaining all paper records in a secure location. Records must be maintained for at least five (5) years;
13. Suggests to District 14 suitable donation amounts to NCWSA, WSO, monthly meeting location, and other appropriate entities based on available surplus funds. Issues approved donations to designated recipient entities and retains the resulting receipt acknowledgement as part of the District record;
14. Balances the District 14 Checking account monthly;
15. Provides support for the quarterly review of the District 14 Checking account by one other Officer of the District, including access to spreadsheet data and any desired District records;
16. Prepares and submits the Federal (Form 990) and State (Form 199N) Tax returns by May 15 for the previous tax year. The filings shall include the consolidation of income received by the District as well as the Literature Depot;
17. Prepares and submits "APPLICATION FOR REGISTRATION NONPROFIT RAFFLE PROGRAM" and "NONPROFIT RAFFLE REPORT" to the California Justice Department due September 1. (These forms cover reporting of raffle events and collections during the period from September 1 to August 31 of the following year.) Also prepares and submits an annual "RRF1" form to the State Attorney General denoting raffle (donation drawing) events of the year. This form is due by May 15;
18. Makes an Annual Financial Report to the District stating the year end financial results during the January District meeting;
19. Prepares a Draft annual budget to be reviewed, discussed and revised as needed at a Special Budget Planning Committee Meeting for any District member who wishes to attend. Schedules the meeting to be held in January of the year being budgeted. Presents the outcome of the Committee Meeting to the regular February District 14 meeting;
20. Oversees all advance expenditures for specific budgeted special events including but not limited to Alateen Sponsor, Alateen and GR scholarships; and Officer or sanctioned member travel;
21. Safeguards financial resources including the following: PO Box key, District 14 Checking Account debit card; Online Checking Account User Id and Password, unused checks, Checking Account Id, State Charity Registration Number, Corporation Number, and Federal Employer Identification Number;
22. Retains copies of Lit Depot financial accounts for State and Federal tax purposes as well as incorporation documentation;
23. Coordinates the transition of the District 14 Checking account during the first two weeks of January at the commencement of a new panel;
24. When necessary, prepares a special appeal letter to be sent to all groups within District 14 asking for contributions to the Treasury to cover expenses of the District; and
25. Attends District 14 monthly meetings, Board meetings, and annual budget planning meetings.