

Area Treasurer

Term: Treasurer will serve a three-year term that begins January 1st following the election at the Fall Assembly.

Qualification: Qualification: (Motion 269: three-year-trial Spring 2024-Spring 2027)

The requirements of the Officers consisting of Delegate, Alternate Delegate, and Chairperson should continue to be District Representatives who have served at least one year in that position.

Estimated necessary time commitment: One hour per month plus time to prepare for, and to attend, fall and spring Assemblies.

Purpose of the Area Treasurer position

The primary function of the Area Treasurer is to oversee the general financial management of Montana AFG and thus ensure the protection and prudent use of the Area's funds.

Recommended:

- Access to a computer with internet connectivity and the ability to use email and applicable software.
- Must have an understanding of Quickbooks.
- Basic knowledge and understanding of the internet and search procedures.
- Have the willingness to take tutorials (if needed) in order to gain knowledge of
 - Word and Excel or Google Docs, Forms, and Sheets.
 - Groups.io (posting files, calendar posting...etc.)
- May create a Work Group with committee members. Take minutes at committee meetings.
- Join Montana AFG - Groups.io electronic communication platform. You will be added as a member to all the groups in Groups.io
- Join AFG Connects - WSO electronic platform, to stay connected with other Areas and WSO.
- Join Montana AFG Main Groups.io. You will also be added as a member to all the groups in Groups.io.

WSO Guidelines

 **G41Reserve Fund.pdf**

Area Treasurer Duties and Responsibilities

- Prepare an annual budget for the Area.
- Disburse and collect funds on behalf of the Area. Track receipts and disbursements as they correspond with budgeted amounts. Treasurer will not disburse funds for items or in amounts not budgeted unless approved by AWSC.

- Present a report at the Spring and Fall Assemblies on the Area's current finances which includes a comparison of budgeted versus actual income and expenses, and an enumeration of the contributions from each group.
- Chair the Financial Review Committee.
- File Annual Report with the Montana Department of Revenue. Pay the applicable fee.
- Collect and deposit registration fees before and during Assembly. Compare registration signups with fees collected. Report discrepancies to the Area Chairperson.
- Prepare and present an annual budget for the coming year.
- Ensure compliance with the following guidelines:
 - Do not accept outside contributions. In accordance with Al-Anon traditions, all monies must be contributions from Al-Anon members.
 - Maintain a prudent reserve of \$3,000 unless funds are needed in which case AWSC and/or Assembly must be notified. Assembly and/or AWSC will at that point determine if changes in the budget are needed to accommodate the expenditure.
 - Require only one signature on Area cheques.
 - Ensure that fundraising is done at the Area Level and for Assembly is for the sole purpose of Area Funding.
- Refer to the Montana AFG Inc. Policy and Procedure Handbook for more detailed information [MT AFG, Inc Policy and Procedure Clean.docx](#)

Financial Review Committee

- The Financial Review Committee will be appointed by the newly elected Area Treasurer in advance of the first financial review that will take place in the fall following the Treasurer's appointment.
- The Financial Review Committee reviews all bank accounts and will present a full annual report to the AWSC meeting in January of the following year.
- The Committee will consist of the Area Treasurer, an AWSC member, and may include one or two Group Representatives. Suitable members will have knowledge and experience in verifying receipts and reconciling bank statements.
- The outgoing Committee shall meet with the outgoing Treasurer prior to turning over the financial records to the incoming Treasurer and/or at any other time as requested by the Area Chairperson or Delegate.
- The Committee will report the results of the financial review to the AWSC.
In the event that a discrepancy is detected in the account, the Committee will immediately notify the Area Chairperson. No checks shall be issued until the Area officers confer and the discrepancy is resolved.

Retention of Records

Financial records are retained in Groups.io for three years according to the election cycle. Records older than three years will be moved to the Area Archives within Groups.io.