



Northern California World Service Area Financial Assistant(s) Guideline

HISTORY:

- In 2002, the position of Financial Assistant was developed to assist in the division of Treasurer duties. This position was approved by the NCWSA (Motions 0209.04 & 0209.05) and subsequently added to the Bylaws in September 2002.

PURPOSE:

- To assist the Treasurer & other designated members who have been assigned with the responsibility/authority over the financial matters of various NCWSA events.

AUTHORITY: (To make decisions, if applicable)

- All Financial Assistants must be approved by the EC and therefore have been given designated authority, based on the financial assistant position they occupy. There are multiple financial assistant positions: Executive Financial Assistant to the Treasurer, Financial Assistant for General Donations, Financial Assistant for Pink Can Donations, and Financial Assistant for Specific Events.

PREREQUISITES, REQUIREMENTS, SKILLS, or TALENTS NEEDED:

- (Bylaws revision of 09-06-02) "An Al-Anon member." It is recommended, for all Financial Assistants, that the member be active in service for a minimum of three years.
- Depending on the Financial Assistant position, the member has general clerical skills, has a working knowledge of Word, Excel, or similar programs, and have a working knowledge of bookkeeping practices.

DUTIES:

- **Financial Assistant for General Donations:** Deposits funds mailed to the NCWSA Post Office Box (includes Group, District, AIS donations return of advances, other donations, and 12-Stepper subscriptions).
- Duties:
 1. It is recommended that at least twice a month, retrieves mail from the Post Office Box.
 2. Process the checks (stamps the checks with the deposit stamp (or writes "For Deposit Only" and the NCWSA Account Number on each check) and makes a photocopy of the front of each check.
 3. Completes the Donations Log of the checks using our standard format.
 4. Fill out and make a copy of the bank deposit slip, take deposit to the bank, and obtain a deposit receipt from the bank.
 5. After making each deposit, email a copy of the Donations Logs, bank deposit slips and bank receipts to the Executive Committee Chairperson, the Budget Committee Chairperson, the Treasurer, and other designated individuals as needed.



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- **Financial Assistant for Pink Can Donations:** Deposits funds mailed to the NCWSA Corporate office which have been forwarded to the financial assistant.
- Duties:
 1. It is recommended that at least twice a month, process all the donations received to date.
 2. Process the checks and make a photocopy of the front of each check.
 3. Completes the Donations Log of the checks using our standard format.
 4. Fill out and make a copy of the bank deposit slip, take deposit to the bank, and obtain a deposit receipt from the bank.
 5. After making each deposit, email a copy of the Donations Logs, bank deposit slips and bank receipts to the Executive Committee Chairperson, the Budget Committee Chairperson, the Treasurer, and other designated individuals as needed.
- **Financial Assistant for Events:** Deposits funds received as a result of NCWSA events, such as Conventions, Assemblies, Participation at the AA H & I Conference, and any other event sponsored by NCWSA.
- Specific duties of the Financial Assistant(s) for Events:

This Financial Assistant will normally be the person nominated by the Event Chairperson. This Guideline outlines only the portions of the Financial Assistant position that impact deposits and recording of deposits. For the remainder of the Financial Assistant duties, see the NCWSA Guidelines for each event.
- Duties:
 1. Receives pre-registration checks.
 2. Process the checks and make a photocopy of the front of each check.
 3. Completes the Donations Log of the checks using our standard format.
 4. Fill out and make a copy of the bank deposit slip, take deposit to the bank, and obtain a deposit receipt from the bank.
- **Financial Assistant for Sales:** Deposits funds received from sales of Conference Approved Literature and other items (Area Bylaws, History Book, T-shirts, etc.)

The Literature Distribution Center Coordinator will be automatically nominated as a Financial Assistant for Sales. Additional Financial Assistant(s) will normally be the person(s) nominated by the Event Chairperson to-be, or the Event Ways & Means Chairperson. This guideline outlines only the portions of that job that impact deposits and records; for the remainder of duties, see the NCWSA Guidelines for each event.

- Duties:
 1. Completes the appropriate Sales Logs for items sold (Conference Approved Literature, Area Bylaws and History Book; t-shirts/sweatshirts, coffee mugs, key chains, bookmarks, etc.)
 2. Process the checks and make a photocopy of the front of each check.
 3. Completes the Sales Log of the checks using our standard format.
 4. Fill out and make a copy of the bank deposit slip, take deposit to the bank, and obtain a deposit receipt from the bank.
 5. Monthly, sends a copy of all logs and bank receipts to the Event Chairperson, Executive Committee Chairperson, the Treasurer, and other designated positions.



Northern California World Service Area Financial Assistant(s) Guideline

- **Financial Assistant for Accounting Processes:** To assist the Treasurer in managing the many financial activities of the organization and other duties, as assigned by the Treasurer.
- Duties:
 1. Upon approval of the various requests (A4 and A15) by the Treasurer, shall generate the checks in payment and attach all supporting documentation for delivery to the Treasurer for signature.
 2. Shall record the monthly debit card transactions into QuickBooks upon receipt of the monthly bank statement from the Treasurer.
 3. Provide acknowledgement at the end of each calendar year for all funds received from all sources.
 4. Shall assist the Treasurer in preparing the quarterly and annual financial statements, which include period end balance sheets, income/expense statements, cash flow reports and various schedules.
 5. Shall prepare the annual trial balance for the tax returns prepared by the CPA.
 6. Shall calculate and accrue the sales tax required to be paid on any taxable purchases, create a quarterly schedule of tax liability, and provide such information to the Treasurer.
 7. Shall be a member of the NCWSA Budget/Audit Committee.
 8. May attend all Assembly and NCWSC meetings.
 9. On the direction of the Treasurer, shall work with the other Financial Assistants to resolve questions and issues that may come up.
 10. Other tasks/duties as assigned.

AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:

Financial Assistant(s) for General Donations & Pink Can Donation:

- Process donations received 2 hours/bi-monthly

Financial Assistant for Events & Sales:

- Process receipts & related paperwork 2 hours/bi-monthly

Financial Assistant for Accounting Processes:

- Record deposits in QuickBooks (including Venmo & Square) 1 hour/month
- Retrieving dc transaction support and create debit card log .50 hour/month
- Record Debit Card transactions in QuickBooks .50 hour/month
- Maintain Master Excel Spreadsheet of all donations .50 hour/month
- Cut Checks & Combine Documents 4 hours/month
- Assisting Treasurer in preparation for monthly audit 2 hours/month
- Budget/Audit Committee 3-4 hours/month
- Prepare schedules as required by Treasurer .75 hour/quarter
- Sales Tax Calculation/Accrual .75 hour/quarter
- Other tasks/duties as needed 1 hour/quarter
- Assist the Treasurer in the calculation of the ample prudent reserve 2-4 hours/year
- Prepare the annual trial balance used in the preparation of the tax returns 1 hour/year
- Attend meeting with Past and Current Treasurer to review financial information and turn over financial files 4 hours/year
- Assist the Treasurer in preparing and distributing "Thank You" letters for donations received 3 hours/year



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EXPENSES:

Expense reports are to be submitted to the Treasurer in a timely manner.

- Office supplies & other items necessary to perform the position.
- Mileage, as needed.

RESOURCES: (Tools and Equipment Needed):

- Al-Anon/Alateen Service Manual
- Access to a computer, printer and/or scanner

FORMS USED:

- A4 Expense Reimbursement form
- A15 Outside vendor request form
- A25 Contributions by Mail

OTHER INFORMATION:

- Familiarity with Treasurer Guideline (B4)