

Treasurer's Round Table – Friday, March 2, 2018

Introductions

TOPICS

How do Finance Committees and Treasurer interact?
How do treasurers handle return checks or difficult ones to cash?
How do we handle direct deposit for contributions to the area?
How do we handle transition challenges between treasurer & bank/ PO Box location?
How can we get our Area/District enabled to accept online contributions? Who do you use? Is there more than one?
How do other areas handle food at the Assemblies?
How do I handle online contributions when I have no computer?
Is it worth it becoming a 501c3?
How do I get non-profit status at the Post Office?
How do we create a budget with no past records other than bank statements?
How do we remove someone from the check signature card at the bank?
In preparing area budget, do you use spending budget or max budget process?
How is it developed?
What do you do with the excess Area Funds? Prudent Reserve?

BANKS

“Club Account” at Credit Union
Shop around and see what banks require
At our bank, “owner” are only signers
Meeting minutes of the officers are required for banks to change information
Dist 5 – group conscience was one signer but bank requires two
Guidelines / By-laws are the 12 Traditions

NON-PROFIT STATUS

Area 08's 501c3 as long as contributions do not exceed \$50,000 a year (not same amount everywhere just 08) – then no tax implications
Non-tax deductible
Cannot lobby government
Contact a tax lawyer if you are considering 501c3 or 501c4.

PO BOX

– notify P O Box where you want the contributions send. Send contributions using a private P O Box.

On-Line

Non-profit Word Press – content management system to help create website
PAYPAL – is used off our webpage
Web Master set it up. Having database w/PayPal as rule change, re information, change administrators, soc sec No., uses many fields can be selected i.e. Group number or Group Name.

Send electronic contributions to sender

3% fee charged for non-profits

4-5 years at AA-Oregon.org

Uses **Stripe** – 2 years for contributions and Assembly Registrations, set up under 501c3

www.area72aa.org must say you are an AA member. Uses **WordPress Plug In**

Web Master and Web Site Chair are elected ; position is for 5 years, redundancy systems and more than one person.

MCA 09 uses **Quickbooks** for contributions and each group is a customer

What do you do when the Treasurer rotates?

Quickbooks can be identify groups, we use excel to help coordinate group information with group name, number, etc.

Does contributions online take away from the spiritual concept of putting \$2.00 in the basket? GSO does online contributions, we may be taking time away from helping alcoholics who still suffer?

NON-PROFIT STATUS

If using bulk rate at the Post Office box, check with Post Office on requirements to get rates

Area 501c3 or 4 are best used for their own purposes.

Employer Identification Number (EIN) can be obtained from IRS.GOV. Articles of Incorporation Sec of State Registry needed and Minutes of elected officers needed by Banks

Areas requiring 2 signatures of the 6 Area Officers – need a DBA Area 93 and obtained a second account when hosting PRAASA so you don't co-mingle the funds.

BUDGETS

How do you set your beginning and ending balances?

How do you establish forecast?

District does not budget, minimal expenses pays for DCMs to go to Assembly and PRAASA, excess funds go to workshops, etc.

AREA

Budget setting meeting – annually

1. Anticipated Contributions
2. Guidelines – who gets funded?
\$6,000 – 7,000 per delegate this year. DCMs? Officers
3. Assemblies
 - a. Budget for rent
 - b. Budget for food
4. Travel budget
5. Events Budget
6. August Assembly – present budget
November Assembly – pass the budget

Changes to budget + special requests – go to Finance Committee, 2nd reading for all expenditures above and beyond the budget. Special expenses are handled as they

arise or based on budget for year. If things go down historically, this gets handled at budget setting committee. We check the budget

Fiscal year was Jan – Dec and Budget was Feb – Jan.

CAPS – we have six of them such as Corrections has \$8,000. For literature

Participants of budget setting committee meeting are all officers, finance chair, and any one in Area with a stake in the budget. I.e committee chairs, DCM PRAASA funding

Budget review of the last four years

Request for funds from Committees

Budget built around “wish list” presented to assembly with the two previous years actual. Voted on by the Assembly.

Some budget line items cannot be changed unless done at Assembly. Translation – professionals for ASL and Spanish language

Tax Preparation

Administrative Costs

Committees and Literature based on projections from Committees

Budget request form gets set out to all committee chairs and officers

Certain costs stay the same

Guideline and Policies guide budget

Upper and lower cash limit

Encourage committees to spend \$ budgeted