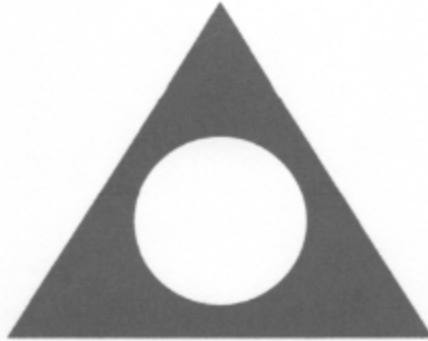


Virginia Area Assembly

“Building Healthy Groups through Attention – Appreciation – Affection”



Guide for Virginia Al-Anon/Alateen Group and District Treasurers

OVERVIEW

The role of the Treasurer can sometimes be intimidating because of the responsibility of handling ‘someone else’s’ money. Often times the discussion around ‘money’ is avoided, especially in Group meetings because it appears to negate the primary purpose of Al-Anon/Alateen to provide support for friends and families dealing with the effects of alcoholism. However, being financially sound is necessary so that Groups or Districts can participate fully in the mission of our Program. This Guide is designed to provide some tools and answer questions about the role of Treasurer in your Group or District.

Approved by VAWSC, 08/02/2014

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Tradition Seven:

“Every Group ought to be fully self-supporting, declining outside contributions”

Our financial support provides the Group/District with money for rent for their meeting location, literature for members, including newcomer packets, funding for the Group/District Representative to attend Assemblies, funding for special projects and other miscellaneous Group/District expenses.

Our financial contributions to the Area and WSO make possible the continuous flow of information to the Groups and its members. Contributions to the Area support Area Coordinators that work with Alateens, Public Outreach Development and provide regular updates on our Conference Approved Literature (CAL), to name a few examples. The Area also sends our Delegate to attend the annual World Service Conference, further bridging the lines of communication between Al-Anon worldwide and our local Groups.

Our Seventh Tradition includes more than just financial support. We share our time and talent as well as sharing our experience, strength and hope. But this tool focuses on the financial support necessary to provide healthy meetings.

The key to a healthy financial structure for your Group or District is Communication!

- Outline the role and expectations for the Treasurer. Establish regular communication about the treasury balance and expenditures
- Have regular (i.e. quarterly) business meetings that include a Treasurer’s Report. Share expectations with members what the needs are and where the money will go.
- ‘Passing the basket’ at meetings should be preceded, either by the Treasurer or Group Representative, why we ‘pass the basket’ and where the money goes. (Page 21, Al-Anon/Alateen Service Manual 2014-2017)

The Group/District Treasurer

The Treasurer is an individual responsible for handling the Group’s/District’s money and records. The Treasurer position is an elected office. Generally the person willing to be the Group/District Treasurer is voted on by the membership. The position is often a 3-year commitment.

Most of what the Treasurer does is what is routinely done managing their personal finances. Being able to manage a finance spreadsheet on a personal computer is a plus, but it doesn’t exclude those who don’t have that ability.

The Duties of Group/District Treasurer

General responsibilities include:

- Create and manage a Group/District Budget, based on current income and expenses
- Responsible for collecting and recording contributions
- Pay bills, expense reimbursement
- Keep records of contribution and expense transactions
- Prepare reports, as necessary, for Group Members (District: for GRs)

Note: It's important to define the responsibilities of the Treasurer:

The Group/District should have financial policies written down, so the Treasurer knows what to do with the money and, to whom they report!

Creating a Budget

Tradition 7 says that we are self-supporting and, as such, every Group/District should have an operating budget by establishing its own financial priorities. The budget is based on a history of 7th Tradition contributions, from the 7th Tradition Basket at Group Meetings or from Groups to its District.

The budget includes a set amount of money that is set aside each month or quarter for:

- Rent, if applicable
- Group (or District) Representative Assembly Expenses
- Al-Anon Conference Approved Literature
- Refreshments and other miscellaneous expenses
- Contributions to your **District, Area, Al-Anon Service Center in your region (ASC) and WSO**
- **Contribution to an ample reserve**

The fixed expenses for the Group/District are rent, GR or DR expenses, literature and refreshments, etc... After the Group/District fixed expenses are met, a percentage of the remaining money is dispersed to the District, Area, ASC and WSO. **The suggested percent of these donations and the respective mailing addresses are mailed twice a year in the Appeal letter or from the Area Treasurer.**

NOTE: The Budget should be discussed and approved by majority vote of its respective members.

Establishing an Ample Reserve

"Sufficient operating funds, including an ample reserve, should be its prudent financial principle." **Warranty One, Al-Anon/Alateen Service Manual 2014-2017, pgs 216-219)**

The goal is to NOT stockpile money, but to ensure the continuation of your Group/District essential services and special projects; it is prudent to establish a reserve fund. For Groups, money is set aside for generally 1 to 4 months of fixed expenses. For Districts, this is generally 3 to 6 months of fixed expenses. **(CAL: G-41 Reserve Fund Guidelines)**

After establishing an 'ample' reserve and operating funds, what's left is passed on, to the District
> Area > Al-Anon Service Center > WSO

Collecting the money

Whether taking up the weekly cash collection (passing the basket) at a Group meeting or receiving check donations from Groups (District Treasurer), the Group/District Treasurer is responsible for keeping the money in a safe place. Having a Group/District checking account is the safest and helps with record keeping.

See **Setting up a Bank Account on page 6**

Paying Bills and Expenses

The Treasurer is responsible for paying the bills. Having receipts for the expenses reimbursed makes organizing and record keeping easy to manage. It is also sound accounting to have receipts for any and all expense reimbursements. Paying by check again aids with record keeping.

Keeping Records of Contributions and Expenses

There are different ways of keeping track of contributions (income) and expenses.

The simplest form is similar to a checkbook register. In fact, it may be your checkbook register. It can also be a hand written ledger or on your computer's numerical spreadsheet like Microsoft's Excel Program.

Example of simple record...

Date	Cash or Check No.	Deposit	Expense	Descriptions	Balance
					500.00
1-Mar	100		150.00	Public Outreach	350.00
5-Mar		25.00		Weekly Basket (or a District would include a Group Name)	375.00
12-Mar		28.00		Weekly Basket/Group	403.00
13-Mar	101		56.00	Purchase Literature	347.00

A computer spreadsheet format (like one created in Excel) allows you to create a document that tracks income and expenses each month over the course of a year, and it will generally take care of the adding and subtracting. And it's all on a single page.

Excel spreadsheet example ... Attachment 1

The Treasurer's Report

An essential responsibility is to keep your Group or District members informed of their financial status. This is the 'report' that can be done during the regular meeting or at a scheduled 'business' meeting. The important thing is that your Group or District members be informed and have input on the financial matters affecting the Group/District.

It is also important to provide regular updates to your Group (or District) Representative between Group and business meetings.

How to write a Treasurer's Report

The Treasurer Report should include the following basic information:

1. Determine a 'Starting Balance' with a specific beginning date
2. Add income for the period
3. Add Expenses for that period
4. Determine the 'Ending Balance' with a specific end date
5. Miscellaneous: Type on Group (or District) letterhead: Treasurer's Report, and reporting period, etc.
6. Sign and attach accompanying bank statements if they are available

An example of a Treasurer's Report ... Attachment 2

Setting up a Bank Account

Every Group should have its own checking account provided the size of the Group and regular participation by the attendees warrants it. If there seems to be more cash on hand after all the obligations are met, having a non-interest bearing account is recommended. Try to open an account with no monthly fees. Check with several banks to find out their requirements for opening a Group/District Account.

Establishing an EIN Number

To open an account for a Group or District, **most banks require an EIN (Employer Identification Number)** issued by the IRS. The application is a single page document, **Form SS-4**, available on line. It's simple to fill out.

Go to this website and apply online: <http://www.irs.gov/pub/irs-pdf/fss4.pdf>

Once your Group (or District) has an EIN it is good forever. It's a good idea to save extra copies for future reference. Every new Treasurer should utilize the EIN change of address form to update current contact information with the IRS.

See copy of SS-4, Application for Employer Identification Number- Attachment 3

Open a checking account with the Group (or District) name on the check (a Group Number is helpful when processing checks at the Area and WSO level). It is not necessary to include an address (unless you use a dedicated P.O. Box). In the likely event the Treasurer position transfers to another person/address the checks are still usable.

It is recommended that at least two people be on the account, such as the Group/District Representative and the respective Treasurer. While it is recommended that two signatures be required on every check, we recognize that is not always practical. A Group conscience should establish that requirement.

Having a Group (or District) checking account as opposed to keeping the funds in a personal account allows for the easy transfer of the account to another person, by making the changes at the bank.

Frequently Asked Questions

Q - If our Treasurer or Group has questions about any of the information provided in this handbook or any questions related to finance, whom do they contact?

A - The person that will likely have the answers or can lead you in the right direction for answers is the Area Treasurer.

Q - Our Group is small and we have very little money. Do we need to open a bank account?

A - This is a common question, especially for new Groups starting out or for Groups, by their location, do not have a lot of members. The answer is that it is recommended, but, it can be difficult to open a bank account with little assets for a deposit. This should involve a Group Conscience discussion. As long as your Group agrees and your Treasurer, a trusted servant, is willing, monies can be held outside a bank. The only recommendation in these cases is that there is regular communication as to the income and dispersals.

Q - What would be the threshold, or money on hand, for opening a bank account?

A -If the group has enough money, and it's been discussed with the Group members, it is recommended that a Group bank account be set up. Check with your local bank(s) for their requirements to open such an account.

Q - If our weekly 'basket' contributions aren't enough to meet our fixed expenses, are there other ways to raise money?

A - Yes, fund-raising activities are appropriate as long as the activities are conducted within the fellowship, that the spirit of the Traditions is maintained. Outside contributions should be avoided.

Q – Can Group/District funds be used for personal gifts or to assist less fortunate members? Can they be used to pay for babysitting at meetings?

A – Group funds are to be used for Group purposes. Gifts or assistance to members in need should only be done on a personal basis. Group funds may be used for a babysitter provided the Group collectively approves it.

Q – After meeting our Group expenses, there is little money left over. Are we required to send money to WSO (or District and Area)? Is it appropriate to send small amounts?

A – There is no **obligation** for a Group to contribute to any of the links of service. The willingness of a Group to contribute whatever it can is more important than the amount and is always appreciated. Consideration should be given to the links of service that best fits the Group's needs: District > Area > Area Service Center > WSO.

Q – If a Group already has a bank account, or is trying to open one and the bank asks us for an EIN, can we use the WSO EIN?

A – No. The WSO is not a central organization with control of its chapters, i.e. Groups, Districts or Areas. Each Group/District must apply for its own Federal EIN.

VALUABLE RESOURCES FOR ALL TREASURERS

- **Al-Anon/Alateen Service Manual 2014-2017**
 - Page 47 Treasurers
 - Page 157 Finances

- **CAL: S-21 Seventh Tradition**

- **CAL: G-41 Reserve Fund Guidelines**

- **Contact the Virginia Area Treasurer at:**

Virginia Area Assembly
P.O. Box 2583
Midlothian, VA 23113

Attachment 1

Any Group or District District 2014 Financial Report

Income from **Group** Donations **

	Jan	Feb	Mar	Apr	>>>>>>	Nov	Dec	YTD Totals
Sunday Night Group			100.00					100.00
Monday AI-Anon Steppers				50.00				50.00
Monday Night AFG		38.00						38.00
Tuesday Lunch Bunch		182.40		27.20				209.60
Came To Believe								0.00
Just 4 Today		37.00						37.00
New Hope AI-Anon	80.00			80.00				160.00
Grateful Wednesday				36.00				36.00
Total from Groups	80.00	257.40	100.00	193.20	0.00	0.00	0.00	630.60

Other Income

2013/14 Workshop Profit Anononymous	15.00							15.00
Other Totals	15.00	0.00	0.00	0.00	0.00	0.00	0.00	315.00
Total Income	95.00	257.40	100.00	193.20	0.00	0.00	0.00	945.60

District Expenses

Rent	100.00							100.00
Phone Service (Verizon)	49.98	49.23	51.63	51.51				312.80
Literature for new Groups			151.94					151.95
Assembly Registration(DR/GR)				125.25				125.25
District Public Outreach	125.00							125.00
Convention Donation								0.00
Misc.(Postage, Copying, etc.)			25.00					25.00
Area Donation								50.00
WSO Donation								25.00
Total Expenses	274.98	49.23	228.57	176.76	0.00	0.00	0.00	815.00

** For Groups: Replace Group Names with Week1, Week2, etc.

Attachment 3

Form **SS-4**

Application for Employer Identification Number

OMB No. 1545-0003

(Rev. January 2010)

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

EIN

Department of the Treasury
Internal Revenue Service

▶ See separate instructions for each line. ▶ Keep a copy for your records.

1 Legal name of entity (or individual) for whom the EIN is being requested
Group or District Name

2 Trade name of business (if different from name on line 1) **3** Executor, administrator, trustee, "care of" name

4a Mailing address (room, apt., suite no. and street, or P.O. box) **5a** Street address (if different) (Do not enter a P.O. box.)
Member in 7a

4b City, state, and ZIP code (if foreign, see instructions) **5b** City, state, and ZIP code (if foreign, see instructions)

6 County and state where principal business is located

7a Name of responsible party
Member (Treasurer) applying for Group

7b SSN, ITIN, or EIN *Someone who does not 7a's already have an EIN.*

8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? Yes No

8b If 8a is "Yes," enter the number of LLC members ▶

8c If 8a is "Yes," was the LLC organized in the United States? Yes No

9a Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.

<input type="checkbox"/> Sole proprietor (SSN) _____	<input type="checkbox"/> Estate (SSN of decedent) _____
<input type="checkbox"/> Partnership	<input type="checkbox"/> Plan administrator (TIN) _____
<input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____	<input type="checkbox"/> Trust (TIN of grantor) _____
<input type="checkbox"/> Personal service corporation	<input type="checkbox"/> National Guard <input type="checkbox"/> State/local government
<input type="checkbox"/> Church or church-controlled organization	<input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military
<input type="checkbox"/> Other nonprofit organization (specify) ▶ _____	<input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises
<input checked="" type="checkbox"/> Other (specify) ▶ <i>Al-Anon Family Group</i>	Group Exemption Number (GEN) if any ▶ _____

9b If a corporation, name the state or foreign country (if applicable) where incorporated

State	Foreign country
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10 Reason for applying (check only one box)

<input type="checkbox"/> Started new business (specify type) ▶ _____	<input checked="" type="checkbox"/> Banking purpose (specify purpose) ▶ <i>To open checking account</i>
<input type="checkbox"/> Hired employees (Check the box and see line 13.)	<input type="checkbox"/> Changed type of organization (specify new type) ▶ _____
<input type="checkbox"/> Compliance with IRS withholding regulations	<input type="checkbox"/> Purchased going business
<input type="checkbox"/> Other (specify) ▶ _____	<input type="checkbox"/> Created a trust (specify type) ▶ _____
	<input type="checkbox"/> Created a pension plan (specify type) ▶ _____

11 Date business started or acquired (month, day, year). See instructions.

12 Closing month of accounting year

13 Highest number of employees expected in the next 12 months (enter -0- if none).
If no employees expected, skip line 14.

Agricultural	Household	Other
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14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter.

15 First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶

16 Check one box that best describes the principal activity of your business.

<input type="checkbox"/> Construction	<input type="checkbox"/> Rental & leasing	<input type="checkbox"/> Transportation & warehousing	<input type="checkbox"/> Accommodation & food service	<input type="checkbox"/> Wholesale-agent/broker	<input type="checkbox"/> Wholesale-other	<input type="checkbox"/> Retail
<input type="checkbox"/> Real estate	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Finance & insurance	<input type="checkbox"/> Other (specify)			

17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.

18 Has the applicant entity shown on line 1 ever applied for and received an EIN? Yes No
If "Yes," write previous EIN here ▶ _____

Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.

Third Party Designee	Designee's name	Designee's telephone number (include area code)
	Address and ZIP code	Designee's fax number (include area code)

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (type or print clearly) ▶ *Name on 7a goes here - Treasurer*

Signature ▶ _____ **Date** ▶ *of application* ()