

## **TREASURER** (*Elected Position*)

Attend all District meetings or send a representative. Review past months meeting minutes and submit any corrections to the District Secretary.

Familiarize oneself with the duties of the Treasurer in the AI-Anon and Alateen Service Manual, and WSO Guidelines.

Record and report to the District meeting on all income, expenses and donations. Pay all bills for expenditures approved by the District in a timely manner. Approved bills are rent, approved contributions, miscellaneous cost, telephone services and copying.

Submit a financial statement to the District on a monthly basis showing accounts receivables, accounts payable with a "bottom line" balance.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Form a budget committee to create a proposed budget to be presented to Dist 23 in November, annually.

Submit a profit and loss statement for all District 23's fundraisers, activities and events and give a quarterly report to the District Newsletter Editor.

Be in attendance at District 23's fundraisers, activities and events to collect monies, or send a representative.

Periodically remind the Group Representatives that both members and the groups may send contributions to District 23, the World Service Office, and WA Area AFG throughout the year.

When district funds are low, prepare a special appeal letter to be sent out to all groups asking them to contribute to the District's Treasury.

Submit a sample copy of the monthly report to the *newly elected* District Treasurer, and assist the newly elected treasurer thru the transition.

Submit an estimated budget to the District Budget Committee.

A subscription to the *Washington Wanderings* is recommended.

Having a Service Sponsor is strongly recommended.

In March each year, submit a synopsis to the District of the past years events or activities