

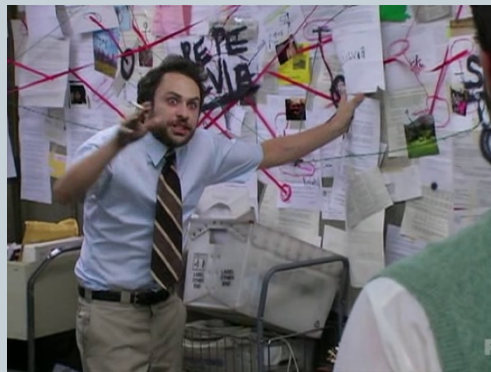
Georgia State Service Assembly Treasurer Workshop

May 15th, 2021



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AREA 16 TREASURER

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THE TREASURER

“Spirituality & Money” The A.A. Group Treasurer (pamphlet)

“While the work of the group treasurer often involves many details, it is important to remember that the money the treasurer oversees serves a ***spiritual purpose***: it enables each group to fulfill its primary purpose of carrying the A.A. message to the alcoholic who still suffers. This is the fundamental work of A.A., and to continue it the group must keep its doors open.”

“The group treasurer is an important part of this Twelfth Step work.”



RESPONSIBILITIES

- ❖ Maintain clear records
(Sample ledger on next slide)
- ❖ Keep the group/district informed of money coming in and going out
- ❖ Make periodic reports
- ❖ Post quarterly financial statements
- ❖ Safeguard the funds
- ❖ Pay routine bills
- ❖ Send contributions to service entities (outlined by group)

AREA 16

GEORGIA STATE SERVICE ASSEMBLY



District 16B Treasurer's Report
District Use of Group Contributions
Athens Area Commencement Center
1175 Mitchell Bridge Road Athens, GA 30606

July 1 - July 31, 2017

Bank Statement		Budget Remaining
Beginning Balance	\$ 5,248.05	
Deposits		
Meeting Collection	21.00	
Group Contributions		
New Freedom	31.94	
AYP	74.00	
Lumpkin Street Noontimers	49.99	
Turning Point	25.00	
Happy Hour	22.03	
Alumni	19.58	
Total Deposits	\$ 243.54	
Withdrawals		
Trusted Servants		1,779.21
Rent	20.00	
Storage	78.00	
Printing	12.31	
PI/CPC		904.18
Pamphlets	60.15	
Archives		663.55
Communications		320.65
Corrections		703.40
Grapevine		447.34
Macon	143.86	
Treatment/Special Needs		666.20
Activities		748.54
Total Withdrawals	\$ 314.32	
Bank Statement		
Ending Balance	\$ 5,177.27	54% (6.5 mo.) of 2016 expenses
2017 Prudent Reserve Amount	\$ 7,195.51	

MONEY IN

MONEY OUT

RESERVES



FUNDS ARE TYPICALLY USED FOR:

- ❖ Meeting location rent
- ❖ A.A. literature
- ❖ Local meeting lists (printing or purchasing)
- ❖ Coffee, refreshments, birthday celebration food, etc.
- ❖ Funds to support all A.A. service entities (usually on a monthly or quarterly basis)
- ❖ Prudent reserve



PRUDENT RESERVE? WHAT'S THAT?

A **prudent reserve** is an amount of money set aside that can be used to meet operational expenses if contributions decrease.

This amount should be decided by the members of your group or district.

Example:

Monthly Expenses-

Rent - \$100

Meeting lists - \$30

Coffee - \$50

Literature - \$100

Total - \$280

If something were to happen, perhaps the group would need 3-6 months of operating expenses in a prudent reserve.

3 months - \$840

6 months - \$1,680



TOO MUCH OF ANYTHING IS BAD

“We view with much concern those A.A. treasuries which continue, beyond prudent reserves, to accumulate funds for no stated A.A. purpose.

Experience has often warned us that nothing can so surely destroy our spiritual heritage as futile disputes over property, money and authority.”

- 7th tradition (long version)



THE GROUP DECIDES HOW THE FUNDS ABOVE AND BEYOND OPERATING EXPENSES ARE USED.

This is an example. This is not a recommendation.

No Central Office/Intergroup

Area 16 Office (GSSA)	50%
General Service Office	30%
Prepaid Convention	10%
District	10%

Central Office/Intergroup

Central Office/Intergroup	35%
Area 16 Office (GSSA)	30%
General Service Office	20%
Prepaid Convention	10%
District	5%

Do you know how this is being done in your group? Your District?

This is a great topic to bring up. Many groups discuss it once and no changes are made again. This should be updated/reviewed periodically.



WHERE SHOULD FUNDS BE HELD?

- ❖ Bank account attached to the group or district
- ❖ Many feel it is prudent to require two signatures on checks
- ❖ Assign a few trusted servants to the bank account for transparency
- ❖ Bank account statements are produced monthly and should be documented by the treasurer





A BANK ACCOUNT? THAT SOUNDS COMPLICATED!



A **federal Tax ID** is required by the bank to open an account.

The IRS preferred method for setting up an EIN is via internet.
You can also apply using the SS-4 form
via fax, mail or telephone.

Use www.irs.gov website for further instructions.



GO TO WWW.AAGEORGIA.ORG FOR
MORE INFORMATION

The screenshot shows the homepage of the Area 16 Georgia State Service Assembly website. The browser address bar displays 'www.aageorgia.org'. The navigation menu includes links for HOME, FIND A MEETING, CONTRIBUTE, SERVICE, COMMITTEES, ESPAÑOL, BUY ONLINE, and CART (0). The 'SERVICE' dropdown menu is open, showing options like Service, Contact Us, Georgia State Service Assembly, Georgia Service Contacts Directory, Area 16 Office Committee, Reports, GSO Announcements, Pamphlets & Literature, GSSA Forms, and Georgia Prepaid Convention. The 'COMMITTEES' dropdown menu is also open, showing Secretary and Treasurer. The main content area features the AREA16 logo and the text 'ALCOHOLICS ANONYMOUS GEORGIA'. There are sections for 'Georgia Meetings and Information' with links to find meetings, forms, and newsletters, and 'General AA Information' with links to job descriptions, resume forms, and appointment procedures. A search bar is visible on the right side of the page.

Can't find it? Email us at webmaster@aageorgia.org!



**GO TO WWW.AAGEORGIA.ORG FOR
MORE INFORMATION**

This area is password protected

Please enter the password below

Login

Gssa@2006



GO TO WWW.AAGEORGIA.ORG FOR MORE INFORMATION

Additional Treasurer Information and Resources:

SUGGESTED SELF-SUPPORT PLAN

Our fellowship must be self-supporting. We offer a suggested support plan for the GSRs to share with their groups. By being self-supporting, we can fully discharge our responsibilities to our beautiful fellowship in Georgia.

In those Districts and Zones where there is no central office, we suggest that the income, after all group expenses have been paid, be allocated as follows:

State Office, Macon – 50%

G.S.O. – 30%

Pre-Paid Convention- 10%

District/Zone – 10%

In Atlanta, and any other District/Zone which supports a central office, we suggest that the income, after all group expenses have been paid, be allocated as follows:

Central Office – 35 %

State Office, Macon – 30%

G.S.O., New York – 20%

Pre-Paid Convention – 10%

District/Zone – 5 %

Treasurer's Reports - YTD and Archives

Expense Vouchers:

[Microsoft Excel Version](#)

[Microsoft Word Version](#)

Additional Resources:

[Bank Accounts and IRS Reporting](#)

[Group Financials Template](#)

[AA Guidelines - Finance](#)

[Self-Support: Where Money and Spirituality Mix](#)

[Memo to the Group Treasurer](#)

IRS Forms for Checking Accounts:

[IRS SS-4\(sample\)](#)

[IRS SS-4\(address\)](#)

[IRS SS-4\(completed sample\)](#)

Secretary-Treasurer GSSA Workshop:

[Updated May 2016 - click to open the PowerPoint](#)



SUGGESTED RESOURCES: TREASURER

- ❖ The AA Group pamphlet
- ❖ Self-Support: Where Money and Spirituality Mix pamphlet
- ❖ The AA Group Treasurer pamphlet
- ❖ AA Guidelines on Finance
- ❖ Birthday Contribution Envelopes (available for GSO and Area 16)

- ❖ AA World Services website: www.aa.org
- ❖ Area 16 (GSSA) website: www.aageorgia.org

- ❖ Area 16 Treasurer email address: treasurer@aageorgia.org



A MESSAGE FROM BILL W.

“Now, where do A.A.’s services — worldwide, area, local — fit into our scheme of things?” asked Bill W. in an October 1967 article in the A.A. Grapevine.

“Why should we provide these functions with money?”

According to Bill, “The answer is simple enough. Every single A.A. service is designed to make more and better Twelfth Step work possible, whether it be a group meeting place, a central or intergroup office... or the world service Headquarters...”

“Though not costly, these service agencies are **absolutely essential** to our continued expansion — to our survival as a Fellowship. Their costs are a collective obligation that rests squarely upon all 7 of us. Our support of services actually amounts to a recognition on our part that A.A. must everywhere function in full strength — and that, under our Tradition of self-support, **we are all going to foot the bill.**”



THE 7TH TRADITION HASN'T CHANGED...

However, the way we meet has

PASS THE BASKET HOWEVER YOU CAN.

- Zoom meeting: virtual
- In-person meetings: physical and virtual
- Hybrid meeting: physical and virtual





HOW DOES OUR GROUP GO ABOUT COLLECTING VIRTUAL CONTRIBUTIONS?

Understand the role of treasurer – read The A.A. Group Treasurer to learn about the role of treasurer within the group. Here you will learn the importance of selecting a treasurer, how to safeguard and distribute group funds, what a “prudent reserve” is, and more!

Group bank account vs Treasurer’s personal account – Your group likely has this sorted out already. For smaller groups, treasurers tend to use their personal bank account and account for group funds using a spreadsheet. A larger group might have a bank account established in the name of the group. *For more information on how to set up a group bank account, see this Guide to Obtaining a Tax ID Number.*

Digital payment options – Venmo, PayPal, Zelle, Cash App, Google Pay, Stripe, and Apple Pay are all viable options.



HOW DOES OUR GROUP GO ABOUT COLLECTING VIRTUAL CONTRIBUTIONS?

Take a group conscience – A group conscience is recommended as each member who wishes to contribute will need to open an account with the chosen service. Many members may already have a service they use and prefer.

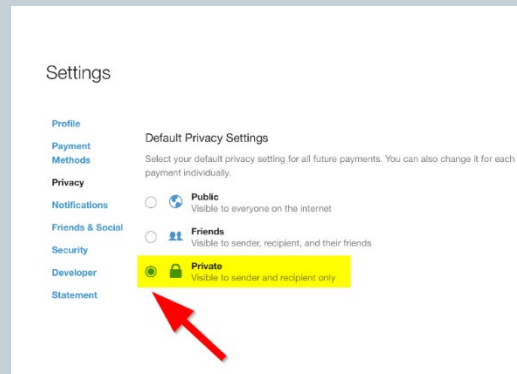
You can select one or multiple – A group can agree to use just one service, but larger groups may even want to consider multiple options for their members.

Consider the costs and benefits of each platform – each service has varying fees for money transfers depending on the users' chosen method of payment (debit, credit, checking account, etc.). Some may have a more user-friendly interface than others.



PROTECT THE PRIVACY OF OUR AA MEMBERS

Ask that the members of your group or district set their donations to PRIVATE within each application.



Do not set up an account using a personal email address, especially if the email has a first and last name of a member.



IF YOU HAVE QUESTIONS, PLEASE ASK.



**YOU CAN ALSO MESSAGE ME
PRIVATELY.**