

GREEN MOUNTAIN AREA TREASURY GUIDELINES

Adopted by Area

Developed 6/2008

1. *A Guide to Local Services in Narcotics Anonymous* suggests that when electing area committee officers, “a substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service...” Because finances of any organization and how those finances are handled can directly affect the health of an organization, we feel that the position of Treasurer should be filled by someone who has significant experience within NA, financial maturity, stability, and significant experience handling finances and budgets. The minimum clean time requirement for Treasurer should be 3 years, The position of Vice-Treasurer should have a minimum 2 years clean time. Candidates for both positions will be asked predetermined questions to assist the AREA members in candidate selection.
2. The ASC Treasurer or Vice-Treasurer will issue one copy of a duplicate receipt book to all groups for donations made to the ASC. These receipts shall be clearly written and filled out completely with group name, date, amount donated, and type of funds, cash, check or money order. The receipt should be signed by the Treasurer or Vice-Treasurer.
3. At no time should area assets, (assets are things of value, cash, literature, merchandise, office equipment, etc.), be borrowed, loaned, fronted, or otherwise be given without payment or cause.
4. As the Area grows, certain positions within the fellowship may be trusted with significant assets of the fellowship. These items may be computers, software, phones, printers, fax machines and other office equipment. These items are to be numbered and maintained within a logbook held by the ASC chairperson. These assets are to be visually verified by the ASC chair, ASC-Vice chair and Treasurer at least two times per year. The log shall contain the item description, date purchased, amount paid, manufacturer contact info, warranty info and who is currently in possession of the asset.
5. ASC donations will be collected at area once each month, it is suggested that groups make donations in check or money order form. All funds received will be processed by the Treasurer and Vice-Treasurer, all money will be counted twice and the final deposit amount will be verified, a deposit slip completed and recorded in the records. The funds are to then be placed in a lockable bank bag together with the deposit slip. The bag is to then be locked by the Vice-Treasurer and given to the Treasurer for deposit. The key is to be maintained by the Vice-Treasurer and brought to the next area meeting to resume the process. (The only other key is held at the bank branch where the Treasurer makes the deposits.)
6. The ASC treasurer should make written reports of contributions and expenditures at each scheduled ASC meeting. These records shall be maintained on Quickbooks software regularly, (at-least once monthly). These records shall be available for review or audit at every scheduled ASC meeting. Members are encouraged to review these records regularly.
7. The Treasurer is responsible for ensuring the ASC literature stock is maintained at or below the level approved by the groups. This is done by audit of literature at the beginning of the Treasurer’s term and adjusting the amount available by only authorizing payment to replace literature sold.
8. The Treasurer shall be the single point of accountability for all ASC funds.

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9. The Treasurer, Vice-Treasurer, BOD Treasurer, ASC Chair, and ASC accountant shall review the records together at-least once per year, and/or when compiling tax documents.
10. Each year at the completion of the Treasurer's term the Treasurer will turn over all records, paperwork and office supplies to the Vice-Treasurer who will takeover as Treasurer for the last year of his two year term. This ensures that year to year accounting systems are maintained with consistency and also allows for the incoming Vice-chair a period of time to learn the accounting systems and procedures.
11. The Treasurer and Vice-Treasurer are responsible to prepare an annual budget for the area
12. The Treasurer shall be a authorized signer on the ASC'S bank account.
13. The Treasurer shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of the year.