



# Al-Anon Family Groups (Australia) Pty Ltd

A.C.N 005 700 112

## Australian General Service Office

AL-ANON AND ALATEEN

*for families and friends of alcoholics*

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### **SUGGESTIONS FOR TREASURERS AT ALL LEVELS OF SERVICE**

- ◇ Al-Anon exists on a basis of trust. When it comes to money, however, we need to exercise care to ensure the prudent management of our fellowship funds.
- ◇ The Treasurer at all levels of service – Group, District or Area –
  1. needs to be selected wisely
  2. needs to be trustworthy
  3. needs to be known to have been attending meetings for a minimum of three months

If an error of choice occurs, prompt action should be taken.

- ◇ When counting money, always have a second person verify the Treasurer's reckoning. When handling larger sums of money (e.g., \$100.00 or more, such as those held by large Groups, Districts and Areas) it is wise to have a bank account. (Accounts are fee-free at Commonwealth and some other banks as Al-Anon is a non-profit and public benevolent institution endorsed as a deductible gift recipient and an income tax exempt charitable entity).
- ◇ It is not only sound business practice to have two signatures on cheques or for electronic payments, but is a requirement for organizations such as Al-Anon when applying for concessions.
- ◇ All monies paid out need to be verified with a receipt, including donations to District, Area or AGSO.
- ◇ These receipts need to be kept in order and filed (filed electronically or a simple exercise book in which they are stapled will suffice).
- ◇ Have a second person check that the receipts match the donations. (This could be the GR at group level, DR at District level, Delegate or Association Committee member at Area level – or an otherwise designated person).

The Treasurer needs to give a report of financial status to the Group, District or Area at regular intervals.

*Al-Anon's money is the responsibility of all of us. It is precious! By making sure we have service back-up systems in place, we ensure that it goes where it is meant to go, and where it needs to go.*