



# THE BASICS:

BEST PRACTICES & BOOKKEEPING IDEAS

Julie O., District 19 Treasurer





# Treasurer Role

- Safeguard/Secure Funds
- Process Accounts Receivables/Payable
- Report
- Carryout Group Conscience





# Safeguard/Secure Funds

- Secure bank account
  - Add/transfer account
  - ATM card
  - Mobile access
- Closely monitor account activity
- Deposit funds in a timely manner
  - Mobile deposits
  - Venmo transfers
  - ATM deposits





# Process Accounts Receivables/Payable

- Create Treasurer email account
- Develop AR/AP processes
- Utilize accounting tools and forms
- Documentation/paper trail

District 19 - San Diego  
PO Box 16983  
San Diego, CA 92176-6983

### Contributions Receipt

Date
1/10/2020

Received From:
Common Solution Group

Payment Method	Check No.	GSO#
Money Order	19-062704226	709348

Description	Contribution Amount
<p><i>AA Group Contribution to District 19</i></p> <p>Thank you for your contribution to District 19.</p> <p>Your contribution allows us to continue to help facilitate Twelfth Step work.</p> <p>If you provide an email address for a receipt, it will save the fellowship postage and handling costs.</p> <p>In Love and Service,</p> <p>Julie O. District 19 Treasurer</p>	\$62.79

# Accounts Receivable

- Receipt funds received
  - Contribution Receipt
    - Date
    - Group name
    - Payment method
    - Check No.
    - GSO #
    - Contribution amount



# Accounts Payable

- Record outgoing funds.
- **ALWAYS** request invoice.
- Payment Voucher

Paid to: Sally Sue		Date: 9/30/2021
Bank Acct: XXXXXXXXXX	Check #: 1234 or Venmo	
PURPOSE	DESCRIPTION	AMOUNT
ASL Interpretation	District 19 September Meeting	\$ 75.00
TOTAL		\$ 75.00
Prepared By <u>JO</u>	Final Approval <u>AO</u>	

- Paid to/Date paid
- Bank account used
- Check#/Venmo
- Purpose
- Description
- Amount paid
- Prepared by (Treasurer)
- Final approval (DCM)

The background of the slide is a vibrant, abstract pattern. On the left side, there are bold, swirling shapes in red, blue, and dark brown, resembling stylized waves or floral motifs. On the right side, there are lighter, more delicate patterns in shades of pink, light blue, and white, also appearing to be stylized floral or organic shapes. A large, white rectangular box with a thin grey border is positioned on the right side of the slide, containing the text.

# Report

- District Reporting
- Area Reporting



### District 19 Treasurer Report August 2021 Activity

Reported on September 6, 2021

**STARTING BALANCE** \$ 2,926.15

(Checking & Savings Accounts from 8/3/21 Treasurer Report)

#### INCOME

Spiritual Awakenings	\$	63.00
Pass It On Big Book Study	\$	48.10
Original Anonymous Anonymous Men's AA Mtg.	\$	45.00
Fresh Start Beginners Meeting	\$	61.16
We Group	\$	30.00

TOTAL Group Contributions	\$	247.26
7th Tradition	\$	-
Interest Earned (Savings Account)	\$	0.01

**Subtotal INCOME:** \$ 247.27

#### EXPENSES\*\*

ASL Interpretation @ District Meeting (August)	\$	75.00
ASL Interpretation Inclusivity Sharing Session	\$	75.00
Rent	\$	-

**Subtotal EXPENSES:** \$ 150.00

**ENDING BALANCE** \$ 3,023.42

Checking & Savings Account Statements (as of 9/6/2021)

Prudent Reserve \$ (1,000.00)

**WORKING AVAILABLE FUNDS** \$ 2,023.42

# District Reporting

- **ONLY** report on finalized bank balance
- District Treasurer Report
  - Starting balance (Date of last report)
  - Report total income
    - Group contributions
    - District 7<sup>th</sup> tradition
    - Earned interest



### District 19 Treasurer Report August 2021 Activity

Reported on September 6, 2021

<b>STARTING BALANCE</b>	<b>\$ 2,926.15</b>
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(Checking & Savings Accounts from 8/3/21 Treasurer Report)

#### INCOME

Spiritual Awakenings	\$	63.00	
Pass It On Big Book Study	\$	48.10	
Original Anonymous Anonymous Men's AA Mtg.	\$	45.00	
Fresh Start Beginners Meeting	\$	61.16	
We Group	\$	30.00	
TOTAL Group Contributions	\$	247.26	
7th Tradition	\$	-	
Interest Earned (Savings Account)	\$	0.01	
<b>Subtotal INCOME:</b>	<b>\$</b>	<b>247.27</b>	

#### EXPENSES\*\*

ASL Interpretation @ District Meeting (August)	\$	75.00	
ASL Interpretation Inclusivity Sharing Session	\$	75.00	
Rent	\$	-	
<b>Subtotal EXPENSES:</b>	<b>\$</b>	<b>150.00</b>	

<b>ENDING BALANCE</b>	<b>\$ 3,023.42</b>
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Checking & Savings Account Statements (as of 9/6/2021)

Prudent Reserve	\$ (1,000.00)
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<b>WORKING AVAILABLE FUNDS</b>	<b>\$ 2,023.42</b>
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# District Reporting

- District Treasurer Report
  - Report total expenses
    - Direct payments (Workshops, contributions)
    - Monthly costs (Rent, ASL, etc.)
  - Ending balance (Date of AR/AP reconciliation)
  - Prudent reserve (determined by District)
  - Working available funds



[illegible]

# Area Reporting

- It's an **EYE** Chart! 😊
  - Record Income/Expenses

- Year-to-date
- Historical data
- Housed in Google Drive

Service Contributions		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Member Contributions														\$ -
7th Tradition		\$ 70.00	\$ 15.00	\$ 27.00	\$ -	\$ 20.00	\$ 12.00	\$ 5.00	\$ -					\$ 149.00
PRAASA														\$ -
Area-8 (Contribution Distribution)														\$ -
Misc. Contribution														\$ -
Workshop Donations														\$ -
Alakshon Reimbursement														\$ 261.00
Assembly Reimbursement		\$ 281.00												\$ -
														\$ -
	<b>Total Contributions 2021=</b>	<b>\$ 351.00</b>	<b>\$ 15.00</b>	<b>\$ 27.00</b>	<b>\$ -</b>	<b>\$ 20.00</b>	<b>\$ 12.00</b>	<b>\$ 5.00</b>	<b>\$ -</b>					<b>\$ -</b>
	<b>Total Contributions 2020=</b>	<b>\$ 2,255.97</b>	<b>\$ 494.91</b>	<b>\$ 130.95</b>	<b>\$ 9.00</b>	<b>\$ 23.00</b>	<b>\$ 71.00</b>	<b>\$ 35.00</b>		<b>\$ 10.00</b>	<b>\$ 10.00</b>	<b>\$ 30.00</b>		<b>\$ 3,069.23</b>
	<b>Total Contributions 2019=</b>	<b>\$ 25.00</b>	<b>\$ 126.00</b>	<b>\$ 367.95</b>	<b>\$ 34.00</b>	<b>\$ 17.00</b>	<b>\$ 50.00</b>	<b>\$ 39.00</b>	<b>\$ 28.00</b>	<b>\$ 26.00</b>	<b>\$ 17.00</b>	<b>\$ 28.00</b>	<b>\$ 18.00</b>	<b>\$ 612.95</b>
	<b>Total Contributions 2017=</b>	<b>\$ 250.00</b>	<b>\$ 220.00</b>	<b>\$ 32.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53.00</b>	<b>\$ 34.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 589.00</b>
	<b>Total Contributions 2018=</b>	<b>\$ 330.65</b>	<b>\$ 35.00</b>	<b>\$ 31.00</b>	<b>\$ 46.00</b>	<b>\$ 32.00</b>	<b>\$ 29.00</b>	<b>\$ 46.00</b>	<b>\$ 51.00</b>	<b>\$ 36.00</b>	<b>\$ 20.00</b>	<b>\$ 40.00</b>	<b>\$ 31.00</b>	<b>\$ 727.65</b>
<b>DISTRICT 19 - 2021 Expenses // Payables</b>														
Expenses		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Bank Expenses														\$ -
Copies, Ink & Supplies						\$ 87.05								\$ 87.05
Literature								\$ 100.00						\$ 100.00
District Coffee														\$ -
P.O. Box Rent						\$ 146.00								\$ 146.00
Postage									\$ 22.00					\$ 22.00
Rent														\$ -
Area Assembly														\$ -
PRAASA				\$ 30.00										\$ 30.00
Mileage Reimbursement														\$ -
District Workshops						\$ 130.00								\$ 130.00
ASL		\$ 75.00	\$ 75.00	\$ 75.00		\$ 150.00	\$ 75.00	\$ 75.00	\$ 150.00					\$ 675.00
Alakshon 2021		\$ 870.00	\$ 150.00	\$ 486.54										\$ 1,506.54
Area/Committee/GSO Contributions														\$ -
Zoom		\$ 149.90												\$ 149.90
Miscellaneous (Past DCM Reimbursement)														\$ -
														\$ -
	<b>Total Expenses 2021 =</b>	<b>\$ 1,184.90</b>	<b>\$ 225.00</b>	<b>\$ 591.54</b>	<b>\$ 0.00</b>	<b>\$ 535.05</b>	<b>\$ 75.00</b>	<b>\$ 175.00</b>	<b>\$ 150.00</b>					<b>\$ 2,946.45</b>
	<b>Total Expenses 2020 =</b>	<b>\$ 2,255.37</b>	<b>\$ 494.91</b>	<b>\$ 130.95</b>	<b>\$ 9.00</b>	<b>\$ 23.00</b>	<b>\$ 71.00</b>	<b>\$ 35.00</b>	<b>\$ -</b>	<b>\$ 10.00</b>	<b>\$ 10.00</b>	<b>\$ 30.00</b>		<b>\$ 3,069.23</b>
	<b>Total Expenses 2019=</b>	<b>\$ 32.44</b>	<b>\$ 31.86</b>	<b>\$ 2,631.70</b>	<b>\$ 227.10</b>	<b>\$ 27.10</b>	<b>\$ 60.32</b>	<b>\$ 633.71</b>	<b>\$ 492.63</b>	<b>\$ 386.38</b>	<b>\$ 41.84</b>	<b>\$ 25.00</b>	<b>\$ 1,266.54</b>	<b>\$ 5,716.67</b>
	<b>Total Expenses 2017=</b>	<b>\$ 48.16</b>	<b>\$ 1,879.60</b>	<b>\$ 90.65</b>	<b>\$ 65.33</b>	<b>\$ 37.00</b>	<b>\$ 46.23</b>	<b>\$ 31.00</b>	<b>\$ 406.00</b>		<b>\$ 551.13</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,165.98</b>
	<b>Total Expenses 2018=</b>	<b>\$ 32.08</b>	<b>\$ 44.89</b>	<b>\$ 44.00</b>	<b>\$ 121.00</b>	<b>\$ 33.02</b>	<b>\$ 31.88</b>	<b>\$ 64.33</b>	<b>\$ 258.62</b>	<b>\$ 354.41</b>	<b>\$ 35.00</b>	<b>\$ 25.00</b>	<b>\$ 25.00</b>	<b>\$ 1,148.90</b>
Checking & Savings Balance=	\$	3,023.42												
Less Prudent Reserve=	\$	(1,000.00)												
Working Funds Balance=	\$	2,023.42												





# Carryout Group Conscience

- Role is to present historical reference
  - Funds committed to regularly scheduled annual events the District sponsors
- "Principle of Poverty"





THANK YOU!