



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



Contribution Amount

Received From: Common Solution Group

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

AA Group Contribution to District 19

Thank you for your contribution to District 19.

Your contribution allows us to continue to help facilitate Twelfth Step work

Description

If you provide an email address for a receipt, it will save the fellowship postage and handling costs.

In Love and Service,

Julie O.

District 19 Treasurer

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:	XXXXXXXXX		Check #: 1234 or Venmo			
	PURPOSE		DESCRIPTION		AMOU	INT
ASL Interpretation			District 19 September Meeti	ng	\$	75.00
		TOTAL			\$	75.00
Prepared By	<i>J</i> 0		Final	Approval	AO	

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



- 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)		Y	2,320.13
(checking a savings / lecound from 5/ 5/ 22 freusare) 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 AVALABLE 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 7th tradition
 - Earned interest

District 19 Treasurer Report August 2021 Activity Reported on September 6, 2021

\$ 2,926.15

47.26

247.27

\$ 3,023.42

63.00

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

INCOME

Spiritual Awakenings

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		\$ 24
7th Tradition		\$
Interest Earned (Savings Account)		\$

EXPENSES**

Subtotal INCOME:

ENDING BALANCE

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

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

Prudent Reserve	\$ (1,000.00)
WORKING AVALABLE FUNDS	\$ 2,023.42

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

Transmission Tran						2021 (7th										
Applied Appl	Sroup Contributions	GSD No.	Intigrp. No.	Jan	Feb	Mac	Apr	May	June	Jul	Aug	Sep	Oct	Nev	Dec	Tetal
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Area Reporting

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

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	\$ 70.00	\$ 15.00	\$ 27.00	\$ -	\$ 20.00	\$ 12.00	\$ 5.00	\$ -					\$ 149.00
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		DISTRIC	CT 19 - 202	1 Exper	ses // Pa	avables							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
									1				\$ -
					\$87.05								\$ 87.05
							\$100.00						\$ 100.00
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													\$ 130.00
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	\$ 970.00	\$150.00	\$486.54										\$ 1,606.54
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	\$ 149.90												\$ 149.90
													\$ -
								\$150.00					\$ 2,946.49
			\$ 130.95	\$ 9.00			\$ 35.00	\$ -	\$ 10.00				\$ 3,069.23
Total Expenses 2019=			\$ 2,631.70	\$ 227.10			\$ 533.71		\$ 388.38		\$ 25.00	\$ 1,266.54	\$ 5,718.67
				\$ 85.99			\$ 31.00	\$ 406.00	\$ -		\$ -	\$ -	\$ 3,165.96
	\$ 92.00	\$ 44.89	\$ 44.00	\$ 121.00	\$ 53.02	\$ 31,68	\$ 64.33	\$ 258.62	\$ 354.41	\$ 35.00	\$ 25.00	\$ 25.00	\$ 1,148.95
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- Year-to-date
- Historical data
- Housed in Google Drive



Carryout Group Conscience

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

