



**THE  
GROUP  
TREASURER'S  
NOTEBOOK**



# The Group Treasurers Notebook

The General Service Conference of New Zealand recommends the use of the 'Group Treasurer's Notebook.'

It aids the accountability for A.A. money contributed by the member at the group's closed meetings.

The notebook will record all details of income and expenditure of the group.

The notebook also contains a summary page for reporting at group conscience meetings. The group treasurer can give a simple account of income, expenditure and what is suggested to be retained for the groups 'Prudent Reserve'.

The General Service Conference of New Zealand trusts the 'Groups Treasurer's Notebook' will prove useful to the group.

## ADDITIONAL RESOURCES FOR GROUP TREASURERS

### Pamphlets

F003	Self Supporting, "Where Money and Spirituality Mix"
F096	the A.A. Group Treasurer
P016	the A.A. Group

### Guidelines

*The following is an extract reprinted from The AA Group Treasurer Pamphlet F096 with permission of A.A. World Services, Inc.*

## **GROUP TREASURER**

What do Treasurers do?

The Treasurer has overall responsibility for all group monies. They pay the group's bills and transfer surplus funds on through the A.A. structure according to the group's conscience.

Treasurers usually keep good simple records and keep the group informed about how much is taken and how it is spent.

Treasurers ought to give a proper financial report to each group conscience meeting, supported by all relevant documentation, bank statements etc.

Problems can be avoided by keeping group funds in a separate bank account that requires two signatures on each cheque. The Treasurer should arrange for changes of signatories when new people are elected to service positions within the group.

The Treasurer ensures that the necessary housekeeping requirements of the group are met by group funds.

## FINANCE OR A.A. MONEY

“Every group ought to be fully self supporting, declining outside contributions.”

1. Money contributed at A.A. meetings belongs to A.A. as a whole. These contributions pay for rent, heat, refreshments, literature, insurance and any other relevant expense approved of by the group conscience.

The group treasurer is strictly accountable, they take the money, bank it, pay the rent and other bills

2. The remainder, except for a small prudent reserve (where this is necessary), ought to be forwarded on through the A.A. structure according to the group’s conscience.

The Committees which do the work of A.A. need money to function. Examples are 0800 Service, World Service, Public Information, Treatment and Correctional Facilities, Cooperation with the Professional Community and to keep New Zealand A.A. in touch and in unity with A.A. Worldwide.

Conferences need to be financed and the Board of Trustees need money to run the General Service Office and to perform their other services to the Fellowship.

“Our spiritual way of life is safe for future generations if, as a society, we resist the temptation to receive money from the outside world. But this leaves us with a responsibility, one that every member ought to understand. We cannot skimp when the treasurer of our group passes the hat. Our group, our Area and A.A. as a whole, will not function unless our services are sufficient and their bills paid.”

Some groups prefer to use the 60/30/10 plan for distribution of excess funds. This is a good way of ensuring that those funds get to the place where they are needed most. Information on this type of distribution is available in the New Zealand Guideline MG005 The AA Group Donation Plans.

## TREASURERS REPORT SHEET FOR GROUP CONSCIENCE MEETING

\$

Amount forward from last meeting \_\_\_\_\_

Total Income for Period \_\_\_\_\_

\_\_\_\_\_

Less Total Expenses for period \_\_\_\_\_

\_\_\_\_\_

Surplus \_\_\_\_\_

Sub Total \_\_\_\_\_

Retained for Prudent Reserve \_\_\_\_\_

Amount for Contribution through  
the Structure for A.A. Services \_\_\_\_\_

Date: \_\_\_\_\_

Group Bank Account No:

Addresses for distribution of surplus funds  
GSO: PO Box 6458, Wellington, 6141

Local(Intergroup,DCM):

Area Assembly:

Please remember to put your group identifying number on any payment and the reason for the payment. This avoids any confusion over who is making the payment and where the money is to go



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## **WHAT IS A PRUDENT RESERVE**

Most groups try to hold a certain amount of money in reserve. There is no predetermined amount for such a reserve, but most groups try to put aside enough money to cover at least one to three months' operating expenses.

The group itself usually determines the actual size and scope of the prudent reserve.

Experience shows that an accumulation of A.A. funds for unspecified purposes beyond a prudent level may divert a group's attention from carrying the message to the alcoholic who still suffers. Groups with excess funds are encouraged to support other service entities.

*The following is an extract reprinted from Pamphlet P016 The AA Group...Where it all begins (page 10) with permission of A.A. World Services, Inc.*

## **WHAT IS AN A.A. GROUP?**

The primary unit of A.A. is the group. Traditionally any two or more alcoholics meeting together for the purpose of sobriety may consider themselves an A.A. group provided that, as a group, they are self supporting and have no outside affiliation.

Clarification of an AA group may be found in the Twelve Concepts for World Service, Concept Twelve, Warranty Six:

- No penalties to be inflicted for non conformity to AA principles
- No fees or dues to be levied – voluntary contributions only
- No member to be expelled from AA-membership always to be the choice of the individual
- Each AA group to conduct its internal affairs as it wishes – it merely being requested to abstain from acts that might injure AA as a whole
- That any group of alcoholics gathered together for sobriety may call themselves an AA group provided that, as a group, they have no other purpose or affiliation

For a group to keep going, all kinds of service must be done. It is through the combined efforts and ongoing commitment of group members that a meeting place is provided, programs for the meetings are arranged, conference approved literature is on hand and tea, coffee and biscuits are available as well all the other things a group does.

It takes member participation to ensure that group service work is done and these tasks are assigned to elected trusted servants, who are sometimes called officers.

Each group determines their own criteria for these trusted servants to ensure that the necessary services are performed with a minimum of organisation.

The main difference between a meeting and a group is that an AA group continues to exist outside the prescribed meeting hours ready to offer help when needed, such as Twelve Step help, institution work and public information work.

## **HOW TO BECOME A GROUP MEMBER**

We usually say that anyone is a member of A.A. if he or she says so. Tradition Three says, "The only requirement for A.A. membership is a desire to stop drinking", and none of us can pretend to judge the desire in another's heart. To join a group is usually a simple process of attending its meetings fairly regularly and becoming actively involved in the group activities and being available for service in the group.

Most members feel more at home in one particular group than in others and consider it their Home Group, where they accept responsibility and try to sustain friendships. They do not meddle in the business or policy of groups which they visit but in which they would accept no service assignment.



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