

# Setting up bank accounts for a NZ A.A. Meeting/Group

In this package, you will find tools you can use as an AA Meeting/Group to:

- Open a New Zealand Bank Account
- Change or remove signatories

A couple of things to note:

Some of the terminology that banks use may not seem to be in line with how A.A. does things. For example, you may hear a bank representative ask 'who is the controlling owner?' or they may be confused and think that the board of A.A. has to operate your bank account.

The above two statements can be simply solved. The first one is really referring to who will be looking after the day-to-day operation of the bank account and the meeting or group. In line with how A.A. does things, you can mention who that is: for example it might be your Secretary or Treasurer. You don't have to get specific about rotating service – as this is a concept that many organisations use, and banks are familiar with this idea. The second one can be solved by explaining that your group is an 'unincorporated society'.

Here are the items you will find useful when opening your bank account or changing signatories:

1. [Templated Minutes](#)
2. [A letter template that describes how the group/meeting operates](#)

And lastly a word about anonymity:

The minute templates have been created in such a way it is entirely possible that any new signatories could sign and add their full name (which will be required by the banks) outside of the meeting (i.e. the signatory did not want the group or meeting to know their full name).

It is the bank's right and absolute responsibility to ask for suitable identification when carrying out any transaction.

Identification documentation:

Please check with your bank before opening a bank account as to what is required. The rule of thumb is:

1. Photo identification such as a Driver Licence or passport. If Driver Licence, a secondary identification document such as a birth certificate may also be required at some banks.
2. Confirmation of address: Utilities Bill, another bank's statement (you can blank out transactions) or a letter on Government Department Letterhead. Address confirmation needs to be less than/equal to one month old.

# Templated Minutes

## (OPENING A BANK ACCOUNT)

Minutes of Group Conscience Meeting **name of meeting**

Date Held: **DATE**

Venue: **xxx**

Present: **xxx**

Apologies: **xxx**

MEETING OPENED WITH TORONTO DECLARATION/SERENITY PRAYER AT **TIME**

Agenda items

1. Bank Account

Motion: That **name of meeting** opens a bank account with **Bank Name and Branch**, for the express purpose of running day-to-day requirements of the meeting/group. The following people will be added as signatories to the bank account:

.....

Full Name

Position

Signature

.....

Full Name

Position

Signature

Motion passed by: **xxx**

Seconded: **xxx**

**CARRIED/NOT CARRIED**

And signed by two group members:

.....

Name

Position

Signature

.....

Name

Position

Signature

MEETING CLOSED WITH TORONTO DECLARATION/SERENITY PRAYER AT TIME

(CHANGING OR REMOVING SIGNATORIES)

Minutes of Group Conscience Meeting of (put meeting/group name)

Date Held: DATE

Venue: xxx

Present: xxx

Apologies: xxx

MEETING OPENED WITH TORONTO DECLARATION/SERENITY PRAYER AT TIME

Agenda items (example items, delete what is not applicable):

- 1. Changing/removing signatories on bank account held with (name of bank)

Motion: That (meeting/group name) wish to add the following people as signatories to the bank account at name of bank.

.....
.....
Full Name Position Signature

.....
.....
Full Name Position Signature

.....
.....
Full Name Position Signature

Motion: That (meeting/group name) wish to remove the following people as signatories from the bank account at name of bank.

.....
.....
Full Name Position Signature

.....
.....
Full Name Position Signature

.....
.....

Full Name

Position

Signature

*(N.B – it might not always be possible to have old signatories sign, so please remove the sign option if that is the case. But make sure that at least two current signatories sign the minute and if the group is large at least two members who are not signatories).*

Motion passed by: xxx

Seconded: xxx

**CARRIED/NOT CARRIED**

Signed by two current signatories:

.....  
 .....  
 Name Position Signature

.....  
 .....  
 Name Position Signature

Signed by two group members who are not signatories:

.....  
 .....  
 Name Position Signature

.....  
 .....  
 Name Position Signature

MEETING CLOSED WITH TORONTO DECLARATION/SERENITY PRAYER AT **TIME**

## A letter template that describes how the group/meeting operates

**date**

**Bank address**

To whom it may concern/ Dear xxx

**Group name** is an Alcoholics Anonymous Group that meets **every Monday for roughly one hour starting at 6.30pm**, including public holidays. The group is registered with Alcoholics Anonymous New Zealand, and its registration number is: **xxx**

Here is the AA preamble that best describes how our group/meeting works:

*“Alcoholics Anonymous is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.”*

**xxx, Chairperson and xxx, Treasurer** administer the day-to-day running of the meeting/group. **xxxx** is the controlling owner of the bank account.

As mentioned in our preamble, AA is self-supporting through its own contributions, and therefore our group/meeting does not receive any external funds or grants but will ‘pass the hat’ or provide the bank account number for online payments at each meeting. These funds are used to pay for rent at **(venue)**, tea and coffee, and contributions towards our local, regional and national service structures.

The registered entity, the New Zealand General Service Board of Alcoholics Anonymous, does not administer or otherwise direct the meeting **(put meeting name)**, and therefore a bank account for an unincorporated society is best suited.

A detailed explanation of our constitution (referred to as our Service Manual) can be found here: [NZ A.A. Service Manual 2023](#).

Kind regards

**name**

**Treasurer/Chairperson**