



FINANCIAL ASSISTANT GUIDELINE

Executive Committee Authority: (Bylaws Article V, Section 4)

The Executive Committee was authorized by changes to the bylaws at the Assembly meeting on September 6 - 8, 2002 to appoint one or more financial agents and to supervise their actions.

Who is Eligible to Serve as a Financial Assistant: (Bylaws revision of 09-06-02)

"An AI-Anon member." It is recommended that the member be active in service for a minimum of three years.

Term of Office: (Bylaws revision of 09-06-02)

"The term of office for the financial assistant shall be three years. This term begins on January 1 of every third year, beginning 1964." Shorter terms of service may be established for those financial assistants designated for a specific event.

Selection of Financial Assistant:

Appointed and removed by the Executive Committee (Bylaws; see Executive Committee Guidelines)

Duties of the Financial Assistant: (Bylaws Article VI, Section 9)

1. Shall be responsible for the receipt and deposit of all NCWSA funds except for those of NoCAC.
2. Shall report the deposits to the treasurer and chairpersons of the Executive and Budget Committees at least monthly.

Description of duties:

1. Deposits funds mailed to the NCWSA Post Office Box (includes: group, district, AIS donations return of advances, other donations and 12-Stepper subscriptions)
2. Deposits funds received as a result of NCWSA events, such as, conventions, assemblies, participation at the AA H & I Conference, or collections authorized by NCWSA, such as Institution Literature and any other event sponsored by NCWSA.
3. Deposits funds received from sales of Conference Approved Literature and other items (area bylaws and history book, T-shirts, etc.)

It is possible that one person may perform all the functions listed above. More than likely, however, a treasurer appointed for each NCWSA event will handle the other functions. This guideline will assume that more than one financial assistant will serve, but does not preclude that one person could handle all the duties.

Materials provided:

By the Executive Committee:

1. Job description and appropriate guidelines.
2. List of contact information of the treasurer, the Executive Committee Chairperson and the Budget Committee Chairperson.

By the Treasurer:

1. Appropriate log forms (donations, registrations, sales, etc.)
2. List of information required on each log form.
3. NCWSA expense report form. (A-4)
4. List of acceptable reimbursable expenses: for example, envelopes, paper, postage, payment of PO Box rental, mileage, etc.
5. Deposit stamp and book(s) of deposit slips

By the Group Records Coordinator:

1. A current list of registered groups, including updates at regular intervals as determined by the Group Records Coordinator.

Specific duties of the Financial Assistant for the Post Office Box:

1. The financial assistant for this function will normally be nominated by the treasurer.
2. The person(s) nominated will be interviewed by one or more members of the Executive Committee and the treasurer. If the Executive Committee and the treasurer agree, the Executive Committee appoints the person as a financial assistant for this function.
3. Location/proximity: If possible, the financial assistant is appointed from a district that is adjacent to the current Post Office Box. If this is not possible, the Executive Committee will consult with the treasurer to provide a Post Office Box within a reasonable distance of the home of the financial assistant. It is not the responsibility of the financial assistant to select, pay for, or maintain the Post Office Box.
4. Duties:
 - a. At least monthly, retrieves mail from the Post Office Box.



FINANCIAL ASSISTANT GUIDELINE

- b. Stamps the checks with the deposit stamp (or writes For Deposit Only and the NCWSA Account Number on each check) and makes a photocopy of the front of each check.
- c. Completes the donations log of the checks.
- d. Fills out a bank deposit slip, deposits the checks into the bank and obtains a deposit receipt from the bank.
- e. Monthly, sends a copy of the donations logs, bank deposit slips and bank receipts to the Executive Committee Chairperson and the Budget Committee Chairperson.
- f. At least monthly, sends a copy of the donations logs, bank deposit slips, bank receipts and photocopies of the checks to the treasurer.

Specific duties of the financial assistant(s) for events:

1. The financial assistant will normally be the person nominated by the event chairperson to be the event treasurer. This guideline outlines only the portions of the job of event treasurer that impact deposits and records of deposits. For the remainder of event treasurer duties, see the NCWSA Guidelines for each event.
2. The person(s) nominated will be interviewed by one or more members of the Executive Committee, the event chairperson and the treasurer. If the event chairperson, the Executive Committee and the treasurer agree, the Executive Committee appoints the person as a financial assistant for this event only.
3. Duties:
 - a. Receives pre-registration checks from that pre-registration chairperson at least every two weeks.
 - b. Completes the registrations log of the checks received.
 - c. Completes the appropriate sales logs for items sold (Examples of sold items include but are not limited to T-shirts/sweatshirts, coffee mugs, key chains, bookmarks, history book, etc.)
 - d. Stamps the checks with the deposit stamp (or writes For Deposit Only and the NCWSA Account Number on each check) and makes a photocopy of the front of each check.
 - e. Fills out a bank deposit slip (separate slips for registrations and for items sold), deposits the checks into the bank and obtains deposit receipts from the bank.
 - f. Monthly, sends a copy of all logs, bank deposit slips and bank receipts to Executive Committee Chairperson and the Budget Committee Chairperson.
 - g. At least monthly, sends a copy of all logs, bank deposit slips, bank receipts and photocopies of the checks to the treasurer.

Specific duties of financial assistant(s) for sales:

1. The Literature Distribution Center Coordinator will be automatically nominated as a sales financial assistant.
2. Additional sales financial assistant(s) will normally be the person(s) nominated by the event chairperson ~~to be~~ or the event Ways & Means chairperson. This guideline outlines only the portions of that job that impact deposits and records; for the remainder of duties, see the NCWSA Guidelines for each event.
3. The person(s) nominated will be interviewed by one or more members of the Executive Committee and the treasurer. If the Executive Committee and the treasurer agree (and the event chairperson, if appropriate), the Executive Committee appoints the person as a financial assistant for this purpose and/or event only.
4. Duties:
 - a. Completes the appropriate sales logs for items sold (Conference Approved Literature, area bylaws and history book; T-shirts/sweatshirts, coffee mugs, key chains, bookmarks, etc.)
 - b. Stamps the checks with the deposit stamp (or writes For Deposit Only and the NCWSA Account Number on each check) and makes a photocopy of the front of each check.
 - c. Completes the sales and/or Ways & Means log of the checks received.
 - d. Fills out a bank deposit slip (separate slips for CAL/bylaws/history book and for Ways & Means items sold), deposits the checks into the bank and obtains a deposit receipt from the bank.
 - e. Monthly, sends a copy of all logs and bank receipts to Executive Committee Chairperson and the Budget Committee Chairperson.
 - f. At least monthly, sends a copy of all logs, bank receipts and photocopies of the checks to the treasurer.

Duties of the Executive Committee:

1. Selection of the Financial Assistant(s)



FINANCIAL ASSISTANT GUIDELINE

- a. Post the PO Box position with the assembly, area committee, the district where the PO Box is located, and surrounding districts.
- b. Receive recommendations from the treasurer and event chairpersons for all positions except Literature Distribution Coordinator.
- c. In conjunction with the treasurer, interview candidates for minimum active membership longevity (recommendation), ability and willingness to serve.
- d. In the case of separate financial agent(s) for events, the selection process includes the event chairperson.
- e. Appoint willing and able AI-Anon member(s).
2. Training of the Financial Assistant(s)
 - a. Provide the financial assistant with the job description and appropriate guidelines.
 - b. Provide a list of contact information of the treasurer, the Executive Committee Chairperson and the Budget Committee Chairperson
 - c. Ask the previous financial assistant(s) to provide relevant suggestions.
3. Supervision of the Financial Assistant(s)
 - a. Communicate with the financial assistant(s) on a regular basis, as needed.
 - b. The Event Chairperson or other Committee member delegated by the Event Chairperson will review the monthly logs to assure that they are properly completed. The Event Chairperson will forward copies of the monthly logs to the Executive Committee Chairperson.
 - c. At their regular meetings, the Executive Committee will examine the logs as necessary, including verifying with the treasurer that the service performed is satisfactory.
 - d. The Executive Committee will report its findings in the annual report to the Assembly.
 - e. The Executive Committee will receive copies of any Financial Assistants expenses approved by the Treasurer or Event Chairperson.

Duties of the Treasurer:

1. Nominates person(s) for PO Box to the Executive Committee.
2. Participates in the Executive Committee interview/review process.
3. Provides the following to each financial assistant as appropriate:
 - a. Appropriate log forms (donations, registrations, sales, etc.)
 - b. List of information required on each log forms
 - c. NCWSA expense report forms (A-4)
 - d. List of acceptable reimbursable expenses (envelopes, paper, postage, payment of PO Box rental, mileage, etc.)
 - e. Deposit stamp and book(s) of deposit slips

Duties of the Group Records Coordinator:

1. Participates in the Executive Committee interview/review process. (optional)
2. Provides the following to each financial assistant as appropriate:
 - a. A current list of registered groups, including updates at regular intervals.

Duties of Event Chairpersons:

1. Nominates person(s) for event positions (treasurer, Ways & Means chairperson) to the Executive Committee for consideration for appointments.
2. Participate in the Executive Committee interview/review process. (optional)

Duties of Literature Distribution Center Chairpersons:

1. Participates in the Executive Committee interview/review process. (optional)
2. Follows the duties of the sales financial assistant(s) as appropriate. (optional)