A7 TREASURER ROLE & REIMBURSEMENT PRACTICE SUGGESTIONS FOR DCMS & GROUPS/A7 TREASURER ROLE & REIMBURSEMENT PRACTICE SUGGESTIONS FOR DCMS & GROUPS

Don H, Treasurer
24-03-27 Draft

Overview

Thank you for your service to AA, A07, the District and Group. This covers two things based on observations, past documents and chats with others. It attempts to provide perspective and inform our group consciences going forward. It covers: 1) general thoughts about the treasurer position; and 2) suggested practices for reimbursement to log activity, monitor costs, and avoid delays.

The Treasurer Position

1. This position, as I see it and others have suggested, is to document activity related to cost - every purchase, miles traveled and such - for transparency to those we serve and those who oversee our work as a non-profit. In addition, if we follow the money, we can see where we are with service and helping the alcoholic suffering and make prudent decisions. This gives us a spiritual view of ourselves.
2. This position is not to supervise, oversee or hinder others' service. I can offer suggestions but don't anticipate calling things into question, and will reach out individually if something seems off. I serve those who elected me and so please offer suggestions. If I step on your toes, please pull me aside.
3. Please offer suggestions on how we help alcoholics going forward! Maybe, ask yourself, group, district and others: Are we spending on the 'right' things? Are other things we should consider? How do we adapt to changing times? And keep in mind the GSO/B needs contributions.

Suggested Practices for Reimbursement

1. When possible, discuss upcoming unusual expenses to get input and suggestions; and if it is a big cost and you may need payment in advance, please contact the Treasurer.
2. Ask questions *before* the event.
    a. Who has the responsibility for $? Is it me, the group, the district or the area?
        i. ACM, assembly: usually the group or the district not the area, within reasonable amounts.
        ii. For an event, it is usually the hosting group or district; if they cannot, a back-up option?
    b. Who to ask for help: Sponsor, other AA members, Treasurer and experienced trusted servants.
    c. What to ask? What are our current and past group consciences and traditional practices?
3. Share, reasonably, expenses like rooms, transportation and such with others.
    a. Plan that in advance rather than 'winging it'.
    b. IF you do not share, when you submit your expenses, please clarify why a reasonable exception is requested for reimbursement.
4. Be willing to consider reasonable changes in workflow from the past to use short- and long-term 'best practices' – that may include not texting to get it done fast or doing two forms for completely unrelated expenses – so that we can leave a paper trail and promote transparency.
5. Options.
    a. Use email and send everything to me at ___ (email) to store forms, receipts on a computer. This also organizes things going forward and easy access backward, if needed. Attach receipts to email.
    b. Mail hard copies and receipts; make a copy of them first.
    c. Give me a hard copy with a list items, costs and such; attach receipts to email.
6. Clarify why costs could not be less or reasonably shared for reimbursement.
7. Submit within 30 days.
8. Avoid, when possible, texting, except for short or quick answers (e.g., yes/no). Texting forms and a bunch of other items; the mobile phone is not secure and cannot store anything longitudinally.

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Prácticas sugeridas para el reembolso

1. Cuando sea posible, analice los próximos gastos inusuales para obtener opiniones y sugerencias; y si es un costo grande y necesita pago por adelantado, comuníquese con el Tesorero.
2. Haga preguntas antes del evento.
   a. ¿Quién tiene la responsabilidad de $? ¿Soy yo, el grupo, el distrito o el área?
      i. JCA, asamblea: normalmente el grupo o el distrito, no el área, dentro de cantidades razonables.
      ii. Para un evento, suele ser el grupo o distrito anfitrión; si no pueden, ¿una opción de respaldo?
   b. A quién pedir ayuda: padrino, otros miembros de AA, tesorero y servidores de confianza con experiencia. C. ¿Que preguntar? ¿Cuáles son nuestras conciencias de grupo y prácticas tradicionales actuales y pasadas?
3. Compartir, razonablemente, gastos como habitaciones, transporte y similares con otros.
   a. Planifique esto con anticipación en lugar de "improvisar".
   b. SI no comparte, cuando presente sus gastos, aclare por qué se solicita una excepción razonable para el reembolso.
4. Estar dispuesto a considerar cambios razonables en el flujo de trabajo del pasado para utilizar 'mejores prácticas' a corto y largo plazo (que pueden incluir no enviar mensajes de texto para hacerlo rápido o completar dos formularios para gastos completamente no relacionados) para que podamos irnos. un rastro documental y promover la transparencia.
5. Opciones.
   a. Utilice el correo electrónico y envíeme todo a ___ (correo electrónico) para almacenar formularios y recibos en una computadora. Esto también organiza las cosas en el futuro y facilita el acceso hacia atrás, si es necesario. Adjunte recibos al correo electrónico.
   b. Envíe copias impresas y recibos; primero haga una copia de ellos.
   c. Dame una copia impresa con una lista de artículos, costos y demás; adjunte recibos al correo electrónico.
6. Aclarar por qué los costos no podrían reducirse o compartirse razonablemente para su reembolso.
7. Presentar dentro de los 30 días.
8. Evite, cuando sea posible, enviar mensajes de texto, excepto para respuestas breves o rápidas (por ejemplo, sí/no). Formularios de mensajes de texto y muchos otros elementos; El teléfono móvil no está seguro y no puede guardar nada en sentido longitudinal.