

## **A DAY IN THE LIFE OF THE REGION 5 TREASURER**

### **DAILY**

Check and respond to all Region 5 email (approximately 15-30 minutes each day).

### **WEEKLY**

Pick up mail from the PO Box, log all 7<sup>th</sup> Tradition contributions in QuickBooks, deposit the money at Chase Bank, send receipts for contributions received and handle all other mail received – Officer expense reports, credit card reporting forms, bills, etc. (This takes approximately 2-3 hours a week.)

### **MONTHLY**

Reconcile and pay the Region credit card bill, and reconcile & balance the Region checking and savings accounts. Send the monthly Treasurer Activity report to the Board. (This takes approximately 2-3 hours a month.)

### **REGION ASSEMBLY (March, July, November)**

Complete all Board assignments prior to Assembly and prepare to report on outstanding items. Create the back-up CD of the Treasurer's laptop files. Prepare the Treasurer's letter to the Assembly, Group Contribution Report, and Financial Data Report. Pack all materials/equipment for the Assembly – laptop, printer, financial binder, files, forms, etc. Attend the Friday PM and Sunday AM Board meetings, give the Treasurer's Report to the Assembly on Saturday morning and serve on the Finance Committee as an ad hoc member. Respond to all questions from Committee, Board, and Assembly. (Preparation for Assembly generally takes 8-10 hours prior to each Assembly.)

Upon returning from Assembly - log all receipts in QuickBooks, deposit all funds, finalize the Assembly Reports as PDF files, sending them to the Webmaster and the Region Secretary. (This takes approximately 2-3 hours after each Assembly.)

Assignments that result from each Assembly vary – time spent will vary quite a bit.

November Assembly only – Work with the Vice Chair to draft the budget for the upcoming year. Present the proposed budget to the Finance Committee on Saturday/revise as necessary and present to Assembly for approval. Present the final Convention Income & Expense Report to the Assembly. (Preparation time can take 10-15 *additional* hours before the November Assembly.)

### **REGION CONVENTION**

Pre-Convention – Receive copies of electronic registrations, transfer money from PayPal, monitor Convention Committee deposits, and reply to questions and requests from the Committee. Honor any refund requests received prior to the registration deadline. Register for the convention and work with the Convention Chairperson to reserve a room. (This requires up to an additional 1 hour per week.)

At Convention – Bring the laptop, printer, supplies, checkbook, collection envelopes, etc. Region Chair & Treasurer handle all walk-in registrations on Friday and Saturday. Collect money throughout the weekend from Hospitality, Marketplace, etc. and store in hotel safe deposit boxes. Upon request, speak at a workshop. Attend Board as necessary. Pay all final expenses and close out the hotel bill when the Convention ends. (The Treasurer works the full weekend of Convention – Noon Friday through mid-afternoon Sunday.)

Post-Convention – Count, log, and deposit all receipts as soon as possible. Prepare the final Convention Income & Expense reports. (This requires about 15-20 hours.)

### **ANNUALLY**

Work with Accountant on tax preparation for preceding year. (Preparing the reports, Accountant's Copy of QuickBooks, and the Financial Binder generally requires 2-5 hours.)

### **AS NEEDED**

Present Service, Traditions & Concepts Workshops to Region 5 Intergroups, as well as workshops on Sponsorship, Abstinence, and Strong Meetings.

Reply to questions/requests from other Regions, Intergroups, the Board of Trustees, or WSO and complete other duties as assigned!!

### **OFFICE START-UP**

Once elected, the new Treasurer will receive a laptop, printer, software and cables/cords, the Treasurer's Manual, the Region checkbook, and a couple of tubs with office supplies and files. They will also receive several binders of previous years' financial records. The new Treasurer will open a PO Box nearby and notify our vendors of the change of address. They will work with the previous Treasurer to transfer banking arrangements.

The previous Treasurer will provide cross-training and support as needed. Mail from the OLD PO Box will be picked up and sent to the new Treasurer for at least 6 months following the transition. All procedures are documented in the Treasurer's Manual.

### **SOFTWARE USED**

Internet, Email, QuickBooks, Microsoft Office (Word, EXCEL, a little bit of Publisher), PayPal