



OA REGION 5 TREASURER
Post Office Box 221224
Shaker Hts., OH 44122

July 2022

A DAY IN THE LIFE OF THE REGION 5 TREASURER

Being the Treasurer for Region 5 has been a wonderful adventure for me. Despite working for 40+ years, I've learned more about group dynamics, leadership, and organizations in this last two years than ever before. I've had a chance to strengthen my program, learn acceptance, and practice new skills. Who could ask for more?

The Treasurer's job is not an everyday job, but one that has weekly, monthly, quarterly, and annual components. Overall I currently spend an average of 2 hours a week doing Treasurer tasks.

ANNUAL

- **Banking** – After elections, Board Members get added to the bank account and debit or credit cards get added or deactivated. Estimated time 2 hours.
- **Tax Return Preparation** – We have an Accounting firm that prepares our taxes from the financial reports you provide and some minor additional information. Estimated time 2 hours
- **Ohio Charitable Filing** is prepared by the Accountant. You just have to pay the tax. Estimated time .25 hours
- **Insurance** – Pay the liability insurance in March and the Surety Bond in July. Estimated time .25
- **Other annual bills** – the Region has various other annual bills that come in during the year but most are already set up to pay automatically – Zoom, website domain, etc.
- **Post Office Box** – Renew and pay Estimated time .25
- **Budget** – The Treasurer prepares a proposed budget for the Finance Committee to review. The Finance Committee submits a proposed budget to the Fall Assembly for Approval. Estimated time for the proposed budget to the Finance Committee 3 hours. Estimated time to prepare revisions, updates, and copies for distribution to the Assembly when meeting in person is 2.0 hours.
- **Region 5 Convention** – At the Convention, the Treasurer is responsible for processing all walk-in registration, all money collected for activities such as 50/50 split tickets and disbursements, Clothing Exchange, Hospitality Suite, Raffle Baskets and Raffle CD's. After the Convention, reports need to be run and money split between Region 5 and the hosting Intergroup(s). This is the single most time consuming part of the job. I would estimate about 40 hours. It is mostly time over the weekend so there is not lost work time other than the Friday of the Convention.

QUARTERLY

- Make quarterly payments to World Service Funds. Estimated time .25
- Make quarterly payments to Webmaster. Estimated time .25

ASSEMBLIES

- **Financial Report preparation** before the Assembly. Reports include Profit and Loss Statement, Balance Sheet, Group Contributions, and Treasurer/Finance Committee Report. These reports are already set up in the QuickBooks software we use. Estimated time if everything is current 1.5 hours
- **7th Tradition** collection and deposit. Estimated time .25
- **Board Meetings** pre and post. Most likely, you will have to take off work for the Friday pre meetings. Estimated time 3 hours
- **Finance Committee** – As Treasurer you are the Chair of the Finance Committee. Estimated time 2.0 hours in sub-committee breakout. Preparation of the Finance Committee report, if notes are taken by a volunteer is estimated at .25 hours.

- **Sub-Committee work** – As a Board Member you will be assigned as a liaison for a subcommittee. The amount of time is dependent on your subcommittee and the frequency of their meetings. You report their status back to the Board.
- **Expenses** – After an in person Assembly, there are a good number of expenses to be tracked, input, and uploaded. Virtual assemblies require almost no time. Estimated time 1.5 hours.

MONTHLY

- **Board Meetings** - This time is used to make decisions and discuss statuses, plans, and concerns. Estimated time 1.5 hours.
- **Reconciliations** – Reconcile Operating, Savings, and Credit Card Statements. Estimated time if everything has been entered is 1 hour.

WEEKLY

- **Collection** – Go to the post office and pick up checks, enter the deposits in QuickBooks, deposit the checks at the bank and upload all deposits and online reports. You are also responsible tracking online deposits from Assembly Registration, Conventions, and 7th Tradition on-line contributions. The estimated time to enter weekly deposits is 2 – 3 hours depending on how many people have provided the group number and how many have requested receipts. Most groups are requesting email receipts instead of snail mail, which really saves time. Also many groups are making online contributions now.
- **Pay Bills** – Obtain any receipts or invoices needed from Board members, Committee members, etc. Enter payment on line and record in QuickBooks. Upload proof of payment. Estimated time 1 hour.

The Treasurer has a dedicated computer that has all the needed software loaded to it, along with a lot of previous documents to guide the way.