



OA REGION 5 TREASURER
Post Office Box 22175
Louisville, KY 40215

July 2026

A DAY IN THE LIFE OF THE REGION 5 TREASURER

It has been my pleasure to serve as the Region 5 treasurer. Since 2024 I have learned a lot about the financial generosity of the Region 5 intergroups and their meetings. With the donations Region 5 has been able to be represented at WSO functions, provided scholarships to the convention and for Representatives who participate in our in-person Assemblies. Also, in the last two years we have looked at ways to cut costs and have decreased some of our costs so we can financially assist our Region.

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 2-5 hours a week doing Treasurer tasks.

ANNUAL

- **Banking** – We have our banking presently at Chase Bank. The Treasurer is responsible for any change in the banking requirements.
- **Tax Return Preparation** – We have an Accounting firm that prepares our taxes from QuickBooks. The treasurer answers any questions emailed from the Accountant. Estimated time 1 hour.
- **Ohio Charitable Filing** is prepared by the Accountant. The payment for the filling is added to the Accountant's bill.
- **Insurance** – Pay the liability insurance in March and the Surety Bond in July. Estimated time minimal.
- **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 if the new Treasurer is in a different state. 1 hour.
- **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** – Before the convention, the Treasurer makes entries to QuickBooks in the amount paid from each registration, basket and scholarship contributions. The Treasurer works with the Board to determine who receives the scholarships. Friday night and Saturday morning of 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, Hospitality Suite, and Raffle Baskets. 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 -50 hours.
- **Assembly** – Spend 3 days in the Fall at the Region 5 annual in-person Assembly meeting and Friday night and all day Saturday at the virtual meeting in the Spring

QUARTERLY

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

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 minimal.
- **Board Meetings** pre and post. Estimated time 2 hours

ASSEMBLIES (CON'T)

- **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 Treasurer is assigned to the Finance committee. The amount of time is determined by the frequency of their meetings. The Treasurer reports 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 status updates, plans, and concerns. Reports are sent out before the meeting to the Board Members and the Trustee. Meetings are held monthly and last 1 hour.
- **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 keep copies of the checks and other information if applicable. File paperwork with the deposit slip attached. You are also responsible for tracking online deposits from Assembly Registration, Conventions, and 7th Tradition on-line contributions. The estimated time to enter weekly deposits is 2 – 4 hours per week, depending on how many people have provided the group number and how many have requested receipts. Some groups request receipt by email or snail mail. Enter in QuickBooks all credit card meeting donations and money paid to Webconnex.
- **Pay Bills** – Obtain any receipts or invoices needed from Board members, Committee members, etc. Record in QuickBooks. Upload proof of payment and keep records. Estimated time. 1-2 hours per week.

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

