

My name is Ian K and I have recently taken over as MSIG treasurer from Tony M.
I ask all GSRs to pass on this message to their Group's treasurer.

Firstly, my contact details and comments regarding remittances as follows:

- For my address for sending cheques, my mobile number and MSIG account details
– **please email - treasurer@aamidsurrey.org.uk**
- NB: The bank account number remains the same as previously for online payments.
- For Group Contributions, whether cheques or online remittances, please identify which Group is remitting. For online remittances, there is a reference box on the online payments screen to enter this. Abbreviations can be used e.g. Guildford Monday Big Book Recovery can be shown as "GlfdMon7253". The Group's number, 7253 in this case, can be found in the "Where To Find" card available at Group meetings.

The following are key issues relating to expenditure, Group Contributions and the use of funds.

- We are keen to support efforts in our primary purpose of carrying the message to the alcoholic who still suffers (Tradition 5).
- All MSIG officers should be aware that they can spend on fulfilling their role. An annual allowance of £250 has been set for each Liaison Officer but this will be insufficient for some and more funds can be allocated with the approval of MSIG Assembly.
- A large part of AA's strength, energy and organisation lies within the Groups. We are always looking for good ideas to carry the message. We ask all GSRs to discuss means of doing this within their groups. AA publication PI News might spark some thoughts and we have the funds to support suitable projects, ideas and initiatives. It is suggested that the Group's GSR should present proposals to MSIG Assembly for consideration and/ or approval. This should also ensure that there is no overlap or lack of coordination with other efforts.
- Suppliers of goods and services can be paid directly by MSIG Officers or by MSIG treasurer if more convenient. MSIG treasurer will pay or reimburse on presentation of invoices/ receipts sent to him.
- All spending must be backed by an invoice or other form of receipt for accounting purposes.

Planning expenditure in advance.

Our payment cycle is 3 months. At each MSIG Assembly meeting, spending covering the 3 months ahead is discussed and any surplus funds, less a small reserve, are remitted to Region whose surplus will thereafter be sent onwards to GSO. In practice we have some flexibility to meet an emergency, if one should ever arise, as MSIG has funds coming in from Group contributions continuously.

Controls. The following are some of the checks and balances we have in looking after the money we receive from Group Contributions and other sources such as MSIG Convention.

- all spending must be backed up by an invoice or similar documentation showing the date, supplier/ provider, amount and what was purchased.
- detailed lists of all items of income and expenditure will be available for the MSIG Assembly meetings covering the previous 3 months. The up-to-date bank balance will also be advised.
- the treasurer makes payments (online) but spending will also be authorised by Assembly or another appropriate party to ensure all payments are approved by 2 people. There will be an exception for small recurring items such as MSIG Room Hire, teas and coffees etc. but the MSIG treasurer will keep a separate list of such items for inspection.
- audited annual accounts will be produced for the MSIG Annual General Meeting and an itemised list of all income and expenditure for MSIG's financial year to 30th September will be submitted by MSIG treasurer at the same time.
- efforts will be made to assess the benefits obtained from spending, particularly for large items of expenditure.

I will be pleased to receive any comments, questions or suggestions.

Or ask your GSR who received all my details in an email in February.