

INFORMATION FOR GSRs AND GROUP TREASURERS

(Updated July '19 Ian K, MSIG Treasurer)

GSRs ARE REQUESTED TO PASS ON THIS MESSAGE TO THEIR GROUP TREASURER
COMMENTS AND SUGGESTIONS ARE WELCOME

Contact Details, Group Contributions and Remittances:

¶ My email address is treasurer@aamidsurrey.org.uk. This does not change when a new treasurer is appointed.

¶ My address for sending cheques is ~

Ian K, 3 Mayen Place, Nightingale Road, Godalming, Surrey GU7 3AH.

¶ Please contact me if you require bank account details for making online payments.

¶ Remittances by online bank transfer are preferred to cheques as they are quicker, simpler and more cost effective. Cheques are very welcome too, of course.

¶ The payee is Mid Surrey Intergroup for cheques and online payments.

¶ It is important to identify which Group is remitting. Abbreviations can be used such as the first 3 letters of your Group and the day of your meetings. This should be followed by your Group number which can be found in the right hand column of the "Where to Find" card. As an example, "WokThu7278" for Woking Thursday Living Sober meeting.

There is limited space for the reference when making online payments, hence the abbreviation. For cheques, please use a similar reference or full details of the Group if preferred. This can be written on the back of the cheque or enclosed in a cover note or slip.

¶ A list of all Group Contributions received for the year to date is sent out as an attachment to the Agenda for each quarterly Assembly meeting. GSRs are requested to pass this on to their Group treasurer. This enables all Groups to check that their remittances have been properly accounted for.

¶ If a receipt for a cheque or online payment is required in addition, please contact me by email. If the receipt is to be sent by post, please enclose a Stamped Addressed Envelope with the cheque.

¶ GRATITUDE WEEK. As with Group Contributions, please send a cheque or online payment to me for your Group's total amount collected. Mid Surrey Intergroup is the payee as usual. Please identify using the reference GRAT or Gratuity Week or similar and advise which Group is sending. For example, "GRATWokThu7278" for Woking Thursday Living Sober meeting. All Gratitude Week receipts will be added and paid directly to AA General Service Board in York in one or several amounts.

Key issues relating to Expenditure, Payments 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).
- 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.
- We are always on the lookout for good ideas to carry the message. We encourage GSRs to discuss means of doing this within their groups. The AA regular publication PI News might spark some thoughts and we have the funds to support suitable projects and initiatives. GSRs can present proposals to MSIG Assembly or to the appropriate Liaison Officer for consideration and approval. This should ensure that there is no overlap or lack of coordination with other efforts.
- For approved expenditure, 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 only on receipt of invoice or other proof of payment.
- 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. In practice we have some flexibility to meet emergencies, if any should arise, as MSIG has funds coming in from Group contributions continuously.
- For large items of expenditure, efforts will be made to assess the benefits obtained from spending as far as possible.

Financial Controls. Some of the checks and balances we have in looking after MSIG funds:

- The treasurer approves payments (online) but spending also has to be authorised by Assembly or an appropriate Officer to ensure all payments are approved by 2 parties. There will be an exception for small recurring items such as MSIG Room Hire and teas and coffees for MSIG meetings but a separate list of such items will be kept and is available for inspection.
- An itemised list of all Group Contributions and other Receipts for the year to date is sent out as an attachment to the Agenda for each quarterly Assembly meeting. A list of itemised Payments is also produced and distributed in the same way.
- Audited annual accounts will be produced for the MSIG Annual General Meeting together with an itemised list of all income and expenditure for the financial year to 30th September.
- Refer also to Planning and Expenditure controls in the previous section above.