

D. TREASURER: The treasurer handles the finances of the district committee. The treasurer must keep accurate records of all income and expenses for the district committee. The treasurer maintains the district checking account with Hills Bank.

QUALIFICATIONS:

- Must know how to balance a checkbook and have time to reconcile the checkbook with the bank statement and record all transactions on a Treasurer's report monthly. Provide written report to District Secretary.
- Suggested sobriety of 2 years

DUTIES:

- Attend all district committee meetings and prepare a written treasurer's report for each meeting. The report should contain all income and expenses since the last meeting, ending balance, and reconciled amount from the bank statement.
- The treasurer will track service chair expenditures and makes them aware of their budgets.
- Check the district PO box in Iowa City on a regular basis and distributes mail to district committee members as necessary.
- Receive group contributions, typically from the PO box, and deposits these in the checking account. The treasurer also receives any other income, such as money received from literature sales, a district event or activity. All income from these sources must be logged in the checkbook and recorded on the treasurer's report.
- Write checks to cover all district committee approved expenses, such as service chair and DCM expenses, committee meeting rent expenses and district event or activity expense. Any check written over \$300 requires the DCM's signature also. All checks must be logged in the checkbook and recorded on the treasurer's report. Each expense must be properly documented. See financial matter specifics in page 10 of this document
- Maintain an accurate balance in the checkbook. Bank statements must be reconciled with the checkbook monthly. If unable to reconcile the checkbook with the bank statement, enlist the DCM's help in finding the problem.
- Notify DCM, Alt DCM and Secretary if bank balance falls below the prudent reserve, currently \$625.