



Finance Workshop

Presented by:

Kelly Robbins, Treasurer

Katie Reddick, Finance Committee
Chair

Area 14

Agenda

1. Contributions - money in
2. Opening a bank account
3. Safeguarding the money
4. Disbursements - money out
5. Prudent reserve
6. Treasurer reports
7. Budgeting



Money and Spirituality

- Tradition Seven (Long Form)
- Self-support begins with me
- The group is the ultimate authority
- Contributions from within
- Carrying the message



Contributions

The traditional means of assuring AA is self-supporting is through voluntary contributions. At the Group level we see this in passing the basket. At the District level, we see this from contributions from the groups and members. At the Area level, we see this from contributions from the members, groups and the district. This continues through each level all the way to GSO. The Treasurer's responsibility is to collect, count, and keep a record of those funds. Usually, the funds are kept in a bank account.

Opening a Bank Account

Requirements for most bank accounts:

To open a bank account, the bank will need to have

- 1) federal ID number
- 2) personal ID of the signors
- 3) Meeting minutes or that outlines who has the authority to manage the account and/or be a signor (recommend two or more signors)

* The bank account is generally set up as a 'club' or 'unincorporated non-business association account'

* If the bank asks for documents like Bylaws or articles of organization, its important to explain that the entity is a local meeting only (if a group) or service committee (if a district) that is an unincorporated non-business entity.

* If one bank is unfamiliar with the structure of unincorporated non-business associations like AA, you may need to try a different bank

How to get a Federal ID Number

A federal tax ID number can be obtained for free directly from the IRS by applying online or by mail using the Form SS-4

- 1) Online at <https://sa.irs.gov/applyein/legalStructure>
- 2) Download Form SS-4 at: <https://www.irs.gov/pub/irs-pdf/fss4.pdf>

- For Entity Type:
 - Choose "View additional types"
 - Select "Other non-profit/ tax exempt organizations - or - "Community or Volunteer Group"
 - Select "Banking purposes" as the reason for applying
 - A name and SS# is required to be listed as the "responsible party". This is ONLY for setting up the EIN number.

SS-4		Application for Employer Identification Number																																																																																																																																	
Form (Rev. December 2023) Department of the Treasury Internal Revenue Service		(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) See separate instructions for each line. Keep a copy for your records. Go to www.irs.gov/FormSS4 for instructions and the latest information.																																																																																																																																	
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Safeguarding the money

Bank account

Many Groups and most Districts keep their funds in a bank account, often requiring at least two signatures on all checks. This safeguards the funds and keeps them separate from any personal funds. It also provides a record of the transactions in the bank account and each month on the bank statement.

Internal Controls

- It is a good idea to have the Treasurer bring the bank statement to the business meeting to be reviewed by any member.
- It is a good idea to have another trusted servant review the bank statement each month to review the transactions in case there are any unusual charges or missing deposits.
- It is a good idea to have two signatures on each check ensuring that two people see and agree with any disbursements made from the account.
- Many groups and districts also vote on any disbursements before any unusual disbursements are permitted to be made.

Disbursements

Expenses

- The Treasurer is usually the person responsible for paying the routine bills and for keeping accurate records of the funds. Expenses for the basic needs of the Group or District may include things like rent, storage, literature, refreshments, etc..
- Many Groups and Districts provide financial support for their GSR to attend the Area Assembly and to attend other service functions.

Disbursements for financial support of the AA fellowship as a whole

- Once the basic needs are met and money is set aside for any Prudent Reserve, the Group or District or Entity can participate in the financial support of the fellowship as a whole by sending money to various AA service entities: 1) the District, 2) the local Intergroup or central office, 3) the Area, and 4) the General Service Board.
- Many entities send these contributions after the basic needs are met and make these contributions monthly, quarterly, semi-annually or annually.

Contributions to the AA Service Structure

- Footing the bill
- Vital AA services
- Group autonomy
- Why contributions matter
- Recommended distribution

Prudent Reserve

Holding money in reserve

Most AA entities try to hold a certain amount of money in reserves. There is no predetermined amount for such a reserve, but the amount, type and scope can be determined by a Group Conscience or the entity's Structure and Guidelines.

Keep in mind, any accumulation of AA funds for unspecified purposes beyond a prudent level may divert the entity's attention from carrying the message to the alcoholic that still suffers.

Examples of Prudent Reserve

- A group may choose to reserve \$XX for their GSR to attend the quarterly Area Assembly Conference
- A group may choose to keep 1-3 months of operating expenses or at least rent expense
- Area 14 tries to keep 9-12 months operating expenses in the Prudent Reserve account

Treasurer Reports

Most AA entities (Groups, Districts, Area, etc..) request a Treasurer's Report and all relevant documentation at monthly or regularly scheduled business meetings. This ensures all members stay informed and help to make group conscience decisions about how funds should be spent.



District 16B Treasurer's Report
District Use of Group Contributions
Athens Area Commencement Center
1175 Mitchell Bridge Road Athens, GA 30606

July 1 - July 31, 2017

		Budget Remaining
Bank Statement	Beginning Balance	\$ 5,248.05
Deposits		
	Meeting Collection	21.00
	Group Contributions	
	New Freedom	31.94
	AYP	74.00
	Lumpkin Street Noontimers	49.99
	Turning Point	25.00
	Happy Hour	22.03
	Alumni	19.58
	Total Deposits	\$ 243.54
Withdrawals		
	Trusted Servants	1,779.21
	Rent	20.00
	Storage	78.00
	Printing	12.31
	PI/CPC	904.18
	Pamphlets	60.15
	Archives	663.55
	Communications	320.65
	Corrections	703.40
	Grapevine	447.34
	Macon	143.86
	Treatment/Special Needs	666.20
	Activities	748.54
	Total Withdrawals	\$ 314.32
Bank Statement	Ending Balance	\$ 5,177.27 54% (6.5 mo.) of 2016 expenses
	2017 Prudent Reserve Amount	\$ 7,195.51

Sample District Treasurer Report

- A Treasurer Report at the Group or District Level might include reports such as
 - Beginning Bank Balance
 - Additions - Contributions
 - Subtractions - General expenses
 - Subtractions - Special expenses
- Ending Bank Balance
 - Less: Prudent Reserve
- Available Bank Balance (for contributions to AA service entities (District, Area, GSO, etc.))

Budget – at Group and District Levels

While there is no single "official" AA budget template (groups are autonomous), a typical [sample AA group budget report](#) includes income from 7th Tradition contributions and expenses such as rent, supplies, literature, and donations to service entities. The report helps the group maintain a "prudent reserve" and make informed decisions about contributions to the broader AA service structure (Intergroup, Area, GSO).

Category	Typical Items
Income	7th Tradition Contributions (basket/digital)
Expenses	Rent (meeting space) Meeting Supplies (coffee, paper products, etc..) AA Literature purchases Insurance (if required by venue) Administrative/Technology expenses (website, Zoom, bank fees, etc..)
Donations	Contributions to service entities (Intergroup/Central Office, District, Area, GSO)
Financial Summary	Starting Balance, Ending Balance, Prudent Reserve amount

Creating a Budget

Steps for Creating a Budget

- 1) **Determine the Accounting Period:** Decide if the report will be weekly, monthly, quarterly, or annually.
- 2) **Record Transactions:** Accurately record all income and expenses, using receipts and bank statements for documentation.
- 3) **Use a Template:** Utilize a simple spreadsheet (like Excel) or a treasurer's notebook template to organize the data.
- 4) **Calculate Totals and Balances:** Sum all income and expenses and calculate the ending balance.
- 5) **Compare to Budget/Prior Periods:** Compare the actual figures to the group's planned budget or prior period performance to analyze variances and understand financial health.
- 6) **Present the Report:** The treasurer presents the report to the group, either orally or in writing, to ensure transparency and allow for group conscience decisions on fund allocation.

Budget creation template

- 1) Create columns using the actual figures from the prior years (only two years here is presented but using 3-4 years is best)
- 2) Include a column with the prior year budget unless this is the first year creating a budget
- 3) Analyze each line item for increases or decreases expected for the upcoming year and create a Proposed Budget column
- 4) Present the Proposed Budget at the business meeting and make any revisions as needed
- 5) Have the service entity vote on the final Approved Budget

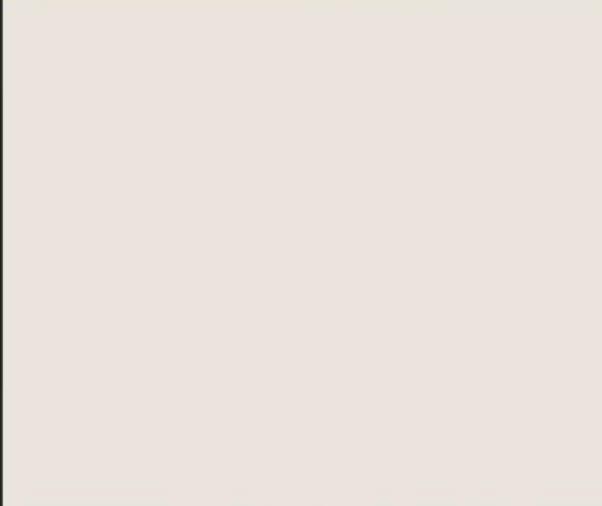
North Florida Area Conference 2026 Proposed Budget				
	ACTUAL Jan - Dec 23	ACTUAL Jan - Dec 24	BUDGET 2025	2026 Proposed Budget
Ordinary Income/Expense				
Income				
4100 - Contributions				
4110 - Contributions - Group	87,549.92	49,915.08	70,000.00	73,500.00
4111 - E-Contributions	15,071.89	15,842.48	16,000.00	16,800.00
Total 4100 - Contributions	82,621.81	65,558.48	86,000.00	90,300.00
4200 - Assembly Income				
4210 - Seventh Tradition	2,297.51	2,184.04	2,400.00	3,849.50
4220 - Friday Night Coffee Collecti	315.37	293.00	330.00	346.50
Total 4200 - Assembly Income	2,613.18	2,477.04	2,730.00	4,196.00
4500 - Literature/Merchandise Sales				
4525 - AAWS	248.00	294.60	260.00	273.00
4550 - Grapvine Merchandise	440.00	225.90	500.00	525.00
4651 - Grapvine Subscriptions	1,741.00	1,258.00	1,800.00	1,890.00
Total 4500 - Literature/Merchandise	2,429.00	1,778.50	2,560.00	2,688.00
4810 - Prior Year(s) Surplus	-	-	3,389.02	-
4820 - Prior Yr(s) Prudent Reserves	-	-	8,056.98	14,838.00
Total Income	87,863.99	69,814.00	102,716.00	112,020.00
Gross Profit	87,863.99	69,814.00	102,716.00	112,020.00
Expense				
6100 - Delegate				
6110 - Duplication	118.75	181.00	120.00	200.00
6120 - Postage	7.80	34.24	10.00	10.00
6130 - Supplies	592.15	123.13	600.00	800.00
6150 - Literature	288.50	87.09	275.00	500.00
6160 - Travel				
6170 - SERF - Even Year	-	532.59	-	1,500.00
6171 - General Service Conferen	6,500.00	8,900.00	10,250.00	10,500.00
6172 - Delegates Get-Together	1,341.81	-	1,000.00	1,100.00
6174 - SERF Delegate Elect - Ev	19.66	1,502.19	-	1,500.00
6175 - Florida State Convention	868.66	1,004.18	-	1,000.00
6176 - Pre-Conf Workshops	1,131.26	1,850.47	1,200.00	1,000.00
6177 - Post-Conf Workshops	752.17	1,992.24	800.00	1,500.00
6178 - SSAASA - Odd Year	253.24	-	1,250.00	-
Total 6160 - Travel	12,866.80	15,781.67	14,500.00	18,100.00
6190 - General Expenses	1,487.01	579.72	2,000.00	2,000.00
6191 - International Convention - t	-	-	2,400.00	-
Total 6100 - Delegates	15,338.81	16,766.85	19,905.00	20,100.00
6200 - Alternate Delegate				
6210 - Duplication	12.00	-	10.00	10.00
6220 - Postage	-	-	5.00	5.00
6230 - Supplies	104.18	26.61	150.00	150.00
6240 - Literature	-	11.75	10.00	10.00
6245 - FL State Conv. Advisory Co	-	104.00	500.00	200.00
6246 - NFAC FL State Oversight C	-	-	200.00	1,200.00
6255 - Travel	-	-	-	-
6250 - Travel -	305.70	367.00	300.00	600.00
6272 - Delegates Get-Together	788.19	788.20	800.00	1,000.00
6275 - Florida State Convention	883.18	828.80	-	850.00
6277 - SSAASA - Odd Year	503.86	-	1,250.00	-
Total 6255 - Travel	2,280.73	1,982.10	2,350.00	2,450.00
Total 6200 - Alternate Delegate	2,398.91	2,124.48	3,225.00	4,028.00
6300 - Chair				
6310 - Duplication	153.81	85.10	200.00	200.00
6330 - Supplies	19.65	-	50.00	50.00
6340 - Literature	8.00	-	10.00	10.00
6350 - Ad-Hoc Committees	-	-	-	10.00
6360 - Travel	30.00	-	50.00	50.00
6374 - SERF Chairman Elect - Eve	-	-	-	600.00

Ideas in Action

- Inflation
- Be informed – inform others
- Birthday Fund
- District planning & workshops
- Experience as a trusted servant



Questions?



Thank you