



OA REGION 5 TREASURER
Post Office Box 1087
Lombard, IL 60148

July, 2020

A DAY IN THE LIFE OF THE REGION 5 TREASURER

My second term as Treasurer ends at the November 2020 Assembly. I urge you to pray about stepping into the position. I have absolutely loved doing it and will be happy to help you transition into the role. Despite what I would have thought, it has strengthened my program. I am so grateful for our talented Board members, Trustees and Committee Members I have had the privilege to work with and get to know. Through this experience, I have forged a more meaningful relationship with my Higher Power.

Ok, so what do I do? I thought it would be best to break it down into frequency and give you time estimates.

ANNUAL

- **Banking** – After elections, Board Members and the Hotel Liason credit cards get added or deactivated. Estimated time 2 hours
- **Tax Return Preparation** – Don't worry, we have an Accounting firm that prepares them from the financial reports you provide and some minor additional information. Estimated time 2 hours
- **Ohio Charitable Filing** is prepared by the Accountant. You just have to pay the tax. Estimated time .25 hours
- **Insurance** – Pay the liability insurance in March and the Surety Bond in July. Estimated time .25
- **Post Office Box** – Renew and pay Estimated time .25
- **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 the proposed budget to the Finance Committee 1.5 hours. Estimated time to prepare revisions, updates, and copies for distribution to the Assembly for approval is 2.0 hours.
- **Region 5 Convention** – At 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, Clothing Exchange, Hospitality Suite, Raffle Baskets and Raffle CD's. 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 hours. It is mostly time over the weekend so there is not lost work time other than the Friday of the Convention.

QUARTERLY

- Make quarterly payments to World Service Funds. Estimated time .25
- Make quarterly payments to Webmaster. Estimated time .25

ASSEMBLIES

- **Financial Report preparation** before the Assembly. Reports include Profit and Loss Statement, Balance Sheet, Group Contributions, and Treasurer/Finance Committee Report. Estimated time if everthing is current 2.5 hours
- **7th Tradition** collection and deposit. Estimated time .25
- **Board Meetings** pre and post. Most likely, you will have to take off work for the Friday pre meetings. Estimated time 3 hours
- **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 sub committee. The amount of time is dependent on your subcommittee and the frequency of their meetings. You report their status back to the Board.
- **Expenses** – After the Assembly, there are a good number of expenses to be tracked, input, and uploaded. Estimated time 1.5

MONTHLY

- **Board Meetings** - This time is used to make decisions and discuss statuses, plans, and concerns. Estimated time 1.0 hour
- **Reconciliations** – Reconcile Operating, Savings, and Credit Card Statements. Estimated time if everything has been entered is .5

WEEKLY

- **Collection** – Go to the post office and pick up checks, enter the deposits in QuickBooks, deposit the checks at the bank and upload all deposits and online reports. You are also responsible tracking online deposits from Assembly Registration, Conventions, and 7th Tradition on-line contributions. The estimated time to enter weekly deposits is 2 – 2.5 hours depending on how many people have provided the group number and how many have requested receipts.
- **Pay Bills** – Obtain Board Member approval when necessary. Enter payment on line and record in QuickBooks. Upload proof of payment. Estimated time .25

Hopefully I have not overwhelmed you. I am not taking any other Board positions in the foreseeable future which means I will be available to help you get settled in. I was able to do this job while working full time. You will not believe how much this service will do to strengthen your program. I hope you will enjoy it as much as I did.