

DISTRICT TREASURER (Voted-Position by Group Reps in the District)

IN GENERAL

- Term of 3 years, congruent with Area Panel term
- Submit a Trusted Servant Profile by July District Meeting of voting year.
- Willing to become a signer on the District 23 Checking Account (a District Officer will also be listed as back-up signer)
- Familiar with the Al-Anon and Alateen Service Manuals and WSO Guidelines
- District 23 Website - [Service Manuals/WSO Guidelines/Other Resources](#)
- Attend all District 23 monthly business meetings.
- Reading the Washington Wanderings is recommended.
- Having a Service Sponsor is strongly recommended.

MONTHLY

- Email a monthly Treasurers Report to alldistrict23@dist23.org prior to each District Meeting. Report should include:
 - Donations received and Expenses paid.
 - Alateen Funds Balance
 - Current Ample Reserve amount
 - Current District Bank Account Balance
 - Excess funds available for use
- Give Treasurer's Report at District Meeting and call for any corrections prior to vote for approval.
 - If any corrections – email final corrected and approved report to alldistrict23@dist23.org
- Pay all bills for expenditures approved by the District in a timely manner.
 - ie; Rent; P.O. Box; Area/WSO Contributions; Purchases; Expense Reimbursements
- Review past month's meeting minutes and submit any corrections to the District Secretary.

ANNUALLY

- In March each year, submit a report of the previous year's income and expenses.
- Submit an estimated annual budget for Dist Treasurer position to the District Budget Committee
- Form and facilitate a District 23 Budget Committee to create a proposed budget for the coming year. Budget to be presented at the November District 23 Meeting.

AS NEEDED

- Cooperate with the Activities Coordinator to receive monies raised during District events.
- Periodically remind the Group Representatives that both members and the groups may send contributions to District 23, the World Service Office, and WA Area AFG throughout the year.
- Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.
- Submit a sample copy of the monthly report to the newly elected District Treasurer.

“We are not in this alone! Together We Can Make It! Let It Begin With Me!”