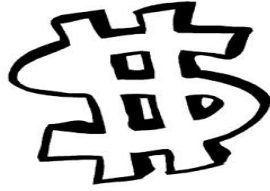


Show me the Money!!!!



Treasurer's Job Description

Eligibility: Former or outgoing Florida South District Representatives, AISLs, or Coordinators who has served a full 3 year term in Florida South. No person shall serve as Treasurer who has previously held that office for a full 3 year term in Florida South Area 10.

- Three year term –One Day at a Time
- Be willing!
- Deposit Area donations/ literature sales in the bank
- Cut checks to pay expenses
 - Website Quarterly
 - Domain as needed
 - Archives Storage
 - Taxes quarterly
- Balance checkbook with bank statements
- Balance treasurer's report with bank statements
- Attend all Assembly, AWSC and Area Events
- Voter at AWSC
- Distribute and present treasurer's report at AWSC meeting and Assembly
- Pass the basket at Assembly
- Stuff Officers , Coordinators, DRs and AISL Bins
- Provide reimbursement forms
- Follow reimbursement procedures
- Receipts needed for all expenses, except gas and tolls
- File sales tax quarterly
- Prepares paperwork for CPA for the filing of tax forms
- Maintain paperwork for five years (tax forms, expense backup, etc)
- Maintain financial records on flash drive
- Work with Alternate Delegate and CPA to ensure timely filing of corporation taxes.
- Prepare budget for upcoming year
- Is a signor on all Area bank accounts
- Listed on Sunbiz as an officer.
- Obtain copies of hotel contracts
- Need generic email
- Reply to communication asap
- Set up Area's PO Box
- Checking account is passed from panel to panel
- Alateen and Al-Anon Convention account are passed yearly
- Obtain minutes with ratification of new officers