

Telephone Meeting Treasurer Duties

Treasury Service

- Put all contributions in a special envelope, folder, or box, separating them from all other mail.
- At the end of the month, deposit them in the bank.
- Some treasurers set up separate accounts specifically for the 7th Tradition.
- Other treasurers deposit the money to their personal account and write a check for that exact amount deposited from the 7th Tradition, payable to the Phone Bridge Intergroup or to GSA World Services.
- Other treasurers cash the checks and buy a Money Order or Bank Check, using their own money to purchase the check, as part of their donation to the 7th Tradition. It depends on what each treasurer is comfortable doing.

Acknowledging the 7th Tradition Donations

- The treasurer may send "Thank You" notes to donors, either by email or via U.S. Postal mail, to those that contribute.
- Such notes are helpful for tax purposes, if one itemizes. A note might read something like:
Dear Friend of the *(day and time)* Telephone Meeting,
Thank you for your 7th Tradition of _____ *(amount)* to the *(day and time)* _____ Telephone meeting.
We appreciate your help and we denmw, *signed with the treasurer's name.*
- Fill in the blanks and mail the "Thank You."
- Even when members' names and addresses aren't legible on their envelopes, they are on the checks. (Some contributors to the 7th Tradition put no return address on their envelopes and send cash only. One wants to thank them, but it is not possible to do so in writing.)
- The stamps to mail these receipt letters could be part of the treasurer's contribution to 7th Tradition.
- Not all treasurers acknowledge contributions individually, nor is it a necessity.
- When the treasurer (or secretary) announces the meeting treasury balance, s/he always thanks those on the telephone line for keeping the meeting solvent.

Recording the 7th Tradition Donations

Keep a running account of the 7th tradition donations each month, with first name, date, and amount of contribution, on a piece of paper in the box along with the money for deposit. Save the information, total it and note the rent paid monthly.

A sample accounting might read something like this:

Prudent Reserve	\$40	1/1/2005
Pete B.	\$5 cash	1/15/2005
Harry L.	\$4 cash	1/22/2005
Lori Y.	\$10 check	1/26/2005
Lola G.	\$22 check	1/27/2005
Total		
Amount sent to Phone Bridge Intergroup		
Date Sent		
Amount still owing for that month		
Amount in excess, toward next month's rent		

- It is not necessary for the treasurer to attend each week's phone meeting.
- In the event of absence, the secretary can announce the treasurer's name and address weekly.
- However, it is necessary that the secretary know what has been paid out and what is still owed.
- Many treasurers report the treasury balance information to the secretary by telephone or email once or twice a month.

Who Can Serve as a Treasurer

- Anyone who has 90 days of consecutive GreySheet abstinence and feels called to do service may serve as the treasurer of a telephone meeting.
- Service supports our abstinence and fulfills our primary purpose!