

**DISTRICT 5**

**TREASURER DUTIES**

As Per District 5 Guidelines  
Revision I: October 11, 2021 (Pgs. 7 & 8)

**Article VII. Duties of District Officers**

**C. Treasurer**

1. Maintain the District funds securely.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Steering Committee and Area Assembly.
5. Keep accurate and permanent records of District funds.
6. Validate Group names and registration numbers with the Registrar to keep the District Group records accurate.
7. Record donations to the District using the Group's name and registration number on the District Treasurer and meeting record forms.
8. Maintain the Treasurer's records in good condition.
9. Acknowledge donations by receipts to the donors.
10. Provide the Secretary with a copy of the Treasurer's Report which contains a list of donating Groups for inclusion in the monthly District Committee minutes.
11. Pass baskets for Seventh Tradition donations as needed for special purposes. Record the amount donated for the meeting minutes.
12. Make a copy of the Treasurer's record and meeting record of the previous month's meeting available at District Committee meetings for D.C.M.C. approval.
13. Maintain checkbook records and balance the District bank account.
14. Ensure that District expenses, including the District Post Office Box, are paid on time.
15. Ensure that the D.C.M.C.'s name is placed on the District bank account.
16. Maintain custody of the Treasurer's records, District self-addressed envelopes, other Treasurer's supplies, and the key to the District Post Office Box.
17. Place a supply of District self-addressed donation envelopes on the table at each District Committee meeting for the G.S.R.s to take to their Groups.
18. Distribute any Post Office Box mail to the proper District members.
19. Prepare an annual district proposed financial forecast and *present it to the district in November*, to be voted on by the district committee in December.
20. Service Sponsor\* replacement to ensure an orderly transfer of responsibilities.