

"Happily A.A.'s per capita expenses are very low. For us to fail to meet them would be to evade a responsibility beneficial to us."

Bill W

**The
Group
Treasurer's
Cashbook**



The purpose of this cashbook is to provide a suggested way of recording group Income & Expenditure.

The AA Service Handbook for Great Britain under Guideline 2 'Group Officers' (approved 2007) defines the role of group treasurers including their tasks and responsibilities.

Guideline 12 – Finance states:

'Money, whatever its source is AA money and should be spent only to further our primary purpose of helping the still suffering alcoholic. All who are trusted with the responsibility of handling AA money at every level should remind themselves constantly of this simple principle.'

'After paying the approved expenses of the group, e.g. rent, refreshments and literature, and retaining a prudent reserve of one month's running expenses, any surplus should be sent to the intergroup treasurer – preferably by cheque without delay'

'Expenses do not include the use of group funds for social purposes such as dances, bus trips and birthday cakes. Accumulation of large funds is inefficient, wasteful and a denial of Tradition Seven.'

Tradition Seven

Every group ought to be fully self-supporting, declining outside contributions.

What is a prudent reserve?

For a group, it is usually one month's running expenses.

For an intergroup, it is usually three month's running expenses.

Holding on to a large amount of money does not help the Fellowship as a whole fulfil its primary purpose.

Should we send small sums, or save up until we can send a large amount?

Little and often is preferable at all levels.

Monthly Contributions

Members can make a monthly contribution via their bank; forms are available on the website or through GSO.

How much can an individual member donate to AA?

No more than £10,000 as a direct contribution in any one year.

You can leave £10,000 as a one-off bequest in your will.

Gift Aid

Monthly and one off contributions can be gift aided if the member is a UK taxpayer.

To be self-supporting should our Group be contributing to the service structure and GSO as well as covering its own costs?

The groups are the foundations of the service structure.

Members' contributions at group level allow the Fellowship to fulfil its primary purpose of carrying the message to the still-suffering alcoholic through various liaison positions, public information and telephone services.

Financial record for Group of AA

Date	Description	Income	Expenses	Running Total	Checked (Initials)
	Starting Balance (Prudent reserve)				
	Donation to Intergroup (Running Total minus Prudent Reserve)				
	Balance carried forward (Prudent Reserve)				

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GRATITUDE WEEK

Self-supporting through our own contributions

Alcoholics Anonymous Great Britain supports its services through members' voluntary contributions and the sale of approved literature.

Gratitude Week (the week including June 10th - the anniversary of the founding of AA) gives each member who can afford it an opportunity to give something extra in appreciation of their sobriety. When we take on board the full reading of Tradition Seven, we understand the essence of supporting ourselves is born out of the experience of the past – financial independence as part of our tradition puts responsibility for the Fellowship in the hands of its members.

The groups are the heartbeat in the overall service structure. The flow of AA money through the service structure is essential to further our primary purpose of helping the still suffering alcoholic in accordance with the traditions of the Fellowship.

Experience has shown us that the work carried out at every level within the service structure of AA is important and we neglect this at our peril.

All donations offered to the Fellowship by those who are not members are declined.

GRATITUDE WEEK

It is suggested that during Gratitude Week (around 10th June) a separate pot is used to collect donations to the Fellowship in appreciation of sobriety.

Monies collected should be totalled and sent to your intergroup treasurer marked Gratitude Week.

The total amount collected by the Fellowship is noted in the Honorary Treasurer's report to the Fellowship.

DATE	AMOUNT

TOTAL TO SEND TO INTERGROUP: £