

*Dear Region 9 Service Bodies,*

I am writing to you as Bylaws Chair following our recent Region 9 Assembly in Greece in September to highlight the amendments made to Region 9 Bylaws / Policy and Procedures Manual.

As you know we had a lot of motions this year and time wise we didn't have the chance to go over all of them. These will be discussed and voted on next year in Paris. To ease understanding of the final outcomes, I haven't included motions or amendments that were lost and also not the ones that we're pulled of the consent agenda which we didn't have time to discuss.

The amendments made during the Assembly are marked red in this document. Please take notice of the fact that the Finance & Budget Committee is creating a manual but that for now the beginnings of the manual are added to the P&P.

It is the part of the duty of each service body to ensure that your bylaws are up to date and coincide with changes made at World Service Business Conference and Region 9 Assembly where matters affect more than just those events.

Thank you for taking the time to look through the amendments and updating the bylaws of your service body. If you have any questions or suggestions please feel free to e-mail me at [bylaws@region9.org](mailto:bylaws@region9.org). Pleased to stay in contact with you and looking forward to seeing you again next year in Albuquerque or Paris.

Love in fellowship,

Meike

*Bylaws Committee Chair*

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Bylaws 2014 Amendments A-N

- **Bylaw A: Article IV, Section 2i - Change the word delegate to representative when referring to Region 9 Representatives**

“In the event of a Region 9 representative from a registered unaffiliated group receiving a voice as per Article IV Section 2 (II) c) of these Bylaws, they may also be given a vote, subject to majority approval of the voting body. The proposed **representative** should submit a written statement on why they are unaffiliated, if they plan to be affiliated in the future and if they meet the **representative** requirements.”

- **Bylaw B: Article IV, Section 4a – Change the word delegate to representative when referring to Region 9 Representatives**

**“Section 4 – Representatives”**

- **Bylaw C: Article V, Section 2 – Change the word delegate to representative when referring to Region 9 Representatives**

“Notification of this Assembly shall be emailed to all member groups, Intergroups, unaffiliated groups and National Service Boards at least six months prior to the date of the Assembly. The notification will include an invitation to the Assembly from the organising committee, the registration form to send a **representative**, a blank new business motion, and a blank new bylaws amendment motion, an application for financial assistance and a letter from the Region 9 Chair.”

- **Bylaw D: Article VII, Section 4a- Change the word delegate to representative when referring to Region 9 Representatives**

“Any Officer may be removed for cause by a 2/3 vote of the **representatives** attending Region 9 Assembly.”

- **Bylaw E: Article VIII, Section 2D – Change the word delegate to representative when referring to Region 9 Representatives**

“To be eligible for election, each nominee must appear before the **representatives** at the Region 9 Assembly and there address the assembled **representatives** for three to five minutes and answer questions from the floor.”

- **Bylaw F: Article IX, Section 6E – Change the word delegate to representative when referring to Region 9 Representatives**

“Nominations may be received from voting **representatives** present at the Region 9 Assembly at which the election is taking place or from visitors to the Region 9 Assembly or a member of OA who is not in attendance. If the nominee is present they shall be called upon to present their qualifications briefly to the Assembly. If the nominee is not present they may submit an application which will be read out to the Assembly.”

- **Bylaw G: Article VII, Section 2a- Change wording due to technology. Update to current process of emailing instead of posting**

“The Chair is responsible to see that a notification of the Assembly is emailed in accordance with Article V – Section 2; to see that Region 9 Intergroups, National/Language Service Boards are notified that amendments to these Bylaws should be sent in accordance with Article XII – Section 1; to prepare an agenda for the Assembly and see that the agenda is emailed in accordance with Article V – Section 4; to preside over the Assembly; and in accordance with the Bylaws of Overeaters Anonymous, Inc. – Subpart B is entitled to be a voting delegate to the annual World Service Business Conference.”

- **Bylaw H: Article VIII, Section 2B- To fix a deadline for Trustee nominations without having a fixed date**

“Trustee Nominees should forward their original World Service Trustee Application Forms to the Region 9 Chair to arrive **1 month prior to the Region 9 Assembly** in the year prior to the Region 9 Trustee Election.”

- **Bylaw I: Article VIII, Section 2F- Change the limit of reimbursement of expenses to Region 9 Trustee Nominees from Region 9 travelling to WSBC**

“Nominees who are endorsed will receive **reimbursement of their costs** for their expenses in attending World Service Business Conference (**WSBC**) as agreed by the Assembly in the budget. **Nominations who are endorsed may be attending WSBC in another capacity and thus may not require separate funding by the Region.**”

- **Bylaw K: Article IX, Section 4B – Change the name of the committee as previously voted on at Region 9 Assembly**

“If the Treasurer does not reside in United Kingdom, then the role of the Banker may be created. The Banker will automatically become a member of the Finance **and Budget** Committee.”

- **Bylaw L: Article IX, Section 5 – Update the role of Banker**

“The role of Banker is to **deal with the bank and physical banking activities in the UK:** copy and forward bank statements to the Region 9 Chair and Treasurer; liaise with the Treasurer; report annually to the Region 9 Assembly in written format, **and comply with any further details of the banking role as outlined in the P&P.**”

- **Bylaw M: Article IX, Section 6E – To put the entire election process of Banker in the Bylaws: it was previously split between Bylaws and P&P**

“**Alternatively, should anyone standing for the position of Banker not be present at the assembly at which their nomination is taking place, it is preferable (if it can be arranged) if the nominee makes themselves available for a live communication (e.g. by Skype) with the Assembly at the time of the election. The R9 board will give instructions to all nominees for this position about the method and timing of this communication. If it is possible, then the Assembly delegates should be able to ask questions of (and hopefully “see”) the nominees**

to assist them in making their decisions as to who to elect to this vital position. The election process will continue as normal if this method is not possible.”

- Bylaw N: Article IX, Section 6C – Change the election of Banker and Treasurer to happen on alternate years

“The position is elected for a two year term with elections in alternate years to that of the Treasurer’s position and these elections can be held in any year that the position is required.”

#### Policy and Procedures 2014 Amendments 1-16 & 18

- BM 1: Section IX, Funding of Region 9 Chair to WSBC – Correct spelling

“Region 9 Chair to attend every World Service Conference. (1989h)”

- Section IX, QUALIFICATIONS FOR Region 9 DELEGATES TO WSBC – Clarify wording

- Section IX, Funding of Region 9 Delegates – Correct spelling

“Those delegates will be (in order of privilege, in case the financial supplies are limited): the R9 Board Secretary, the R9 Treasurer.”

- BM 2: Section V, Financial Support for Representatives to Region 9 Assembly- Change the word delegate to representative when referring to Region 9 Representatives

“The Assembly resolves that priority for financial assistance for Regional representatives travelling to the R9 Assembly will be given to those IGs and NSBs that cannot afford to fund a representative on their own, to those with the greatest distance to travel and to those attending their first Assembly. (1996h) (2011c)”

- BM 3 Section XI, Region 9 Newsletter - Clarify current names of Newsletter Coordinator and add that the Coordinator will furnish a yearly report

“Region 9 Assembly to implement a newsletter. The newsletter is to be produced at least once a year, after the assembly. This Region 9 Newsletter might include articles written by the Region 9 Committees, the Region 9 Representatives, the Region 9 Board and the R9 Trustee as well as news about the assembly itself that is not included in the minutes, and other features and articles relevant to the region. The R9 Newsletter is recommended to be 2 pages in size with one page divided equally and to be devoted to articles from the Region 9 Committees. The other page to be devoted to articles submitted by representatives attending the assembly or the R9 Board / Trustee. The Newsletter will be assembled by an appointed member of Region 9 who will be called the Newsletter Coordinator and the R9 Secretary. Articles should be submitted within 45 days of the assembly. The newsletter will then be produced within a further – 30 days, reviewed by the R9 Board & Trustee and then placed on the Region 9 website. (2010e) The Newsletter Coordinator shall furnish a written activity report to the annual Region 9 Assembly (2014a).”

- **BM 4: Section VIII, Public Information – Clarify wording; delate policy that is not carried out**

“REGION 9 WEEK

Move to adopt a Region 9 week to think of our members and the still suffering compulsive overeater. Also in view of our geography, countries, states and language barriers within our Region to think about **OA members** who may be living in troubled or poor areas. (2006e)

The first week of September is designated as Region 9 week. (2008c)”

- **BM 5: Section XI, **REGION 9 ARCHIVES** – Insert policy regarding R9 Archives so members know they are in existence**

“**Region 9 Archives contains the history of Region 9. This is held by a Region 9 member (2014b).**”

- **BM 6: Section I, Registration Forms– Change the word delegate to representative when referring to Region 9 representatives**

“**2. Representative** Registration”

- **Section I, Orientation Session – Change the word delegate to representative when referring to Region 9 representatives**

“At each Assembly there will be an orientation session. The aim being to give **representatives** (particularly first time **representatives**) a general overview of the processes of the Assembly.”

- **Section I, Bylaws – Change the word delegate to representative when referring to Region 9 representatives**

“That **representatives** are asked to bring their own copies of Bylaws to Assembly.”

- **Section I, Liasion With Service Bodies Not Represented At Assembly – Change the word delegate to representative when referring to Region 9 Representatives**

“The Assembly will divide up the list of IGs and NSBs not represented at the Assembly amongst the **representatives** who are in attendance at the assembly. Each **representative** will be responsible for undertaking liaison activity with the SB they have adopted. Each **representative** will then submit a written report to the Region 9 12th Step Within Committee within 6 months of the Assembly. The 12th Step Within Committee will then log these responses and continue to try to encourage contact with service bodies not represented at assembly (2010a).”

- **BM 7: Section II, Chairperson – Change the word delegate to representative when referring to Region 9 Representatives**

“- Is responsible for ensuring that the Assembly invitation and associated necessary documents are sent to all registered service bodies and officers of Region 9. An Officer Nomination form is sent to each Intergruop and **Representative** in an election year  
- A bid form for hosting a R9 Assembly to Intergruops and **Representatives** on election year.”

- BM 8: Section I, Register Of Service Bodies And Attendance To Be Included in Assembly Materials – Clarify wording

“The Assembly Materials of Region 9 are to include a register of Region 9 countries with details of Intergruops in each country and the current number of groups, also including details of when the Service Body was represented at Region 9 Assembly. (2010b)”

- BM 9: Section IX, World Service Business Conference & WSO – Correcting Grammar

“9. The funding of the Region 9 Delegates will depend on the availability of funds. If the funds are available the Region 9 Delegate to the WSBC will be funded according to the Policy and Procedure 1996h”

- BM 10: Section V, Financial Support for Representatives to Region 9 Assembly – To allow the RG Board to transfer an unrestricted amount of money from the Service Account to Representatives Assistance to Region 9 Assembly as previously agreed by the Assembly to enable them to assist more countries to send representatives to Region 9 Assembly. ~~Included that the money transferred to the delegate assistance fund is the amount agreed by the R9 Assembly~~

“The Region 9 Board are authorized to consider (by email) those applications (2012g) ~~having regard to the funds agreed in the budget by the Assembly (2014c).~~”

- BM 11: Section VIII, Service Bodies – Deleted policy that is outdated

#### ~~OA OVERALL SERVICE STRUCTURE~~

~~The following statements were adopted. Under the current structure we do not recommend breaking up into further groups. Recommend Option 1. To consider carrying on as is. Recommend that the assembly seek to improve communication during the year and that the strategic planning groups specifically work on this as action items. For now we do not foresee the development of an OA International and believe it is in the best interest of~~

~~countries in Region 9 to maintain representation at WSBC. We recommend that Region 9 Assembly take action to promote an increase of contributions to Region 9 and World Service Office. We do not recommend country autonomy at this time. In the long term we see Europe & Eastern Mediterranean as one group and Africa and Asia as separate groups. (2000c) 1. Motion adopted reaffirm the 2000 Region 9 Assembly statement: For now we do not foresee the development of an OA International and believe it is in the best interest of countries in Region 9 to maintain representation at World Service Business Conference. We recommend that Region 9 Assembly take action to promote an increase of~~

~~contributions to Region 9 and World Service Office. We do not recommend country autonomy at this time. 2. Continue to relay this message within the OA service structure, creating a restructuring sub-committee for this purpose. (2001a)~~

- **BM 12: Appendix B, Flyers – Change the word delegate to representative when referring to Region 9 Representatives**

“Put an address on where people can send the completed **representative** registration forms and cheques.”

- **BM 12: Appendix B, Visitors – Change the word delegate to representative when referring to Region 9 Representatives**

“Visitors are welcome to attend the Assembly and Convention, at the Assembly it is important that they are not seated with the **representatives** at the table but preferably in a row / seats behind or at edge of room.”

- **BM 13: Appendix B, Afterwards – Change the word delegate to representative when referring to Region 9 Representatives**

“Please consider the best way to get feedback from R9 Board and **representatives** so that we can offer any suggestions for things that do or don’t work to future hosts.”

- **BM 14: Section II, Secretary – Change wording due to advance in technology. Update to current process of emailing instead of posting**

“The main responsibilities of the Secretary are to produce and **e**mail minutes of all Region 9 Assemblies, and maintain updated listing of R9 Intergroups and National/Language Service Boards.”

“UPDATE OF LISTS Another duty for the Secretary is to see that an up to date list of all R9 Intergroups and National/Language Service Boards is **e**mailed periodically to each R9 officer.”

- **BM 15: Section V, Financial Support for Representatives to Region 9 Assembly – As the Translations Fund was changed to Translations/Projects Fund in 2012; This motion outlines criteria for when applying for this fund to mirror this change**

“Service Boards **applying for:-**

**Translation Applications**

- a) who currently do not have anything translated in their language
- b) are interested in translating The Twelve Steps and Twelve Traditions of Overeaters Anonymous. (amended 2011e)

It is required that the Service Body requesting such funds

- a) Include that in the application, a list of material that has already been translated in that language
- b) List the amount of money received in the past from the WSO and for translation of which OA literature; and if requesting at the present any financial assistance from WSO
- c) Make a substantive contribution to the cost and give details in the application.

**Project Applications**

- a) Who currently do not have such a project in their own country

It is required that the service body requesting such funds

- a) Include in that application, a list of projects undertaken in that country previously.
- b) List the amount of money received in the past from WSO and for which projects; and if requesting at the present any financial assistance from WSO
- c) Make a substantive contribution to the cost and give details in the application (2014d)."

- **BM 16: Section V, Finance and Budget – Replace the current Finance and Budget Section of the P&P with a Manual to reorganize and ease understanding of this section**

**FINANCE & BUDGET COMMITTEE STATEMENT OF PURPOSE**

OA REGION 9 POLICIES & PROCEDURES extracts:- III REGION 9 COMMITTEES BUDGET AND FINANCE Will deal with all financial and budgeting matters relating to OA R9. The Statement of Purpose of the OA R9 Finance and Budget Committee is to consider the regions financial matters, having regard to the fact that Region 9 ought to be fully self-supporting and that the region's assembly is reliably informed so as to make the best decisions in using its funds efficiently to carry the message within the region and also consider OA as a whole and thus to contribute an adequate amount to our WSO. The Committee will act within all of the OA Traditions as well as act with integrity and transparency. The R9 Board needs to be aware of the contents of this manual and various financial policies so that where it affects their role, they can act accordingly. The Treasurer, together with the Finance and Budget Committee will comply with the policies set out in the attached manual and update it as appropriate. The sections of the manual are as follows:-

- A) TREASURER DETAILED JOB DESCRIPTION
  - B) BANKER DETAILED JOB DESCRIPTION
  - C) REGION 9 BOARD MEMBERS REIMBURSEMENT
  - D) FINANCIAL ASSISTANCE FOR REPRESENTATIVES TO R9 ASSEMBLY
  - E) FINANCIAL ASSISTANCE FROM TRANSLATION / PROJECTS FUND
  - F) ORGANISATION OF RECORDS, BANKING AND HOW THINGS WORK FINANCIALLY IN R9
  - G) REIMBURSEMENT OF EXPENSES PROCEDURES AND POLICIES AGREED
  - H) FUND RAISING PRODUCT
  - I) STANDARD EXPENSES FORM
  - J) STANDARD LETTER OF RECEIPT FOR CONTRIBUTIONS
  - K) CHARITY COMMISSION REGISTRATION
  - L) ARCHIVES
  - M) MISC. POLICIES
  - N) A DAY IN THE LIFE OF R9 TREASURER / BANKER (2014e)
- **BM 18: Section V, Finance and Budget – Provide a more detailed job description for the R9 Treasurer within the Budget and Finance Committee Manual**



**BUDGET & FINANCE COMMITTEE MANUAL - (Last Updated MAR 2014)**

**A) TREASURER DETAILED JOB DESCRIPTION & HAND OVER INFORMATION - (Last Updated SEP 2014).**

**Refer to the OA REGION 9 POLICIES & PROCEDURES II BOARD POSITIONS AND DUTIES**

and in particular the summarised duties of the Treasurer & Banker.

The more specific detailed duties of Treasurer (where the treasurer resides in the UK) are as follows:-

\* Operating the accounts:

- writing cheques & prepare bank transfers (to other board members, hotels, etc.)
- banking money
- transferring funds between bank accounts as necessary
- amalgamating or opening bank accounts as the fellowship requests.
- prepare a suggested draft budget for the year for inclusion in the R9 Assembly materials, consideration by Finance Committee at the Region 9 Assembly and then the Region 9 Assembly itself. A suggested budget should be done for the year ahead so that the assembly can vote ahead of decisions and then if necessary revisited at the assembly within the year in question.
- keeping account workbook on excel (The current excel workbook can be replaced with an equivalent electronic 'package' that is universally accepted and can give the appropriate output by way of accounts and budget for the assembly i.e. the keeping of R9 Financial Records in electronic form. Where this happens – in the job description that follows where it reads or refers to 'excel workbook' – it can be accepted that this refers to R9 Financial Records in electronic form) : tallying income, expenditure and balance.
- balancing the records with the bank statements.

\* Liaising with / writing to the accountant for the end of year accounts review.

\* Collecting receipts and claim forms.

\* Deal with the claim forms for Chair to attend Region Chairs Committee Meetings (RCC Meetings)

\* Storing the accounts records for the last 6 years.

\* Liaising with the bank.

\* Communicating with the fellowship as a whole regarding Tradition 7, etc.

\* Participating in Finance & Budget committee during the year and at the Region 9 Assembly.

\* Participate and work with the R9 Board and be the liaison person between the Finance & Budget Committee & the R9 Board

\* Writing a written report and completing the accounts (in the established format in Section G and showing actual in comparison to budget in good time to be submitted to the 'reviewing' accountant and the secretary for inclusion in the 'Materials' Binder for sending out prior to the Region 9 Assembly.

Note : - a) Refer to deadlines set, b) Refer to the instructions given in the excel workbook for the completion of accounts. Where the treasurer is unable to prepare accounts – liaise with accountant and give sufficient information so as to enable the accountant to prepare accounts on our behalf in the appropriate format in G

\* Preparing a list of contributions for the year (as per the established format in Section G) to be included with the accounts for the assembly as mentioned above.

\*Facilitate service, traditions and concepts workshops as appropriate.

#### HANDOVER SHEET – THINGS YOU MUST KNOW –

Items you will need and that are on file / or in the various computer folders:-

1. Bank Accounts Spreadsheet (which includes various pages of workings – see the excel workbook)
2. Contributions List
3. Sample Thank You / Receipt Letter as per example
4. Budget set at Region 9 Assembly with detail codes on line items
5. Annual Letter to Fellowship for Appeal
6. Sample Expense Claim Form – General (Change the address at the bottom to yours)
7. Sample Expense Claim Form – Chairs Travel (Change the address at the bottom to yours)
8. R9 Financial Assistance for Regional Assembly – Application
9. R9 Translation/ Projects Assistance Application
10. Sample Region 9 Assembly Report

- Have a Book of 1st and 2nd class stamps (however, these are needed less & less these days as we use email wherever we can)
- Use OA Region 9 ‘Headed’ Paper – there is one on draft electronically – you will need to alter the address at the bottom to your own address as Treasurer.
- Our Financial Year for Region 9 runs 1 June – 31 May
- BACK UP DATA REGULARLY FROM THE COMPUTER.

#### Bank

Questions the Bank may ask in order to verify you are valid

Bank Accounts Numbers, For security purposes details of the Bank and branch, Questions the Bank may ask & Bank Account Numbers are available from the R9 Treasurer / Banker – if appropriate.

#### Things to do as a new treasurer

- Familiarize yourself with the job description & various spreadsheets and discuss these with the outgoing treasurer. Read the Bylaws, P & P and this manual – have the latest copy on file. Work with the Chair & Secretary to update the ‘dates’ deadlines for treasurer.
- Change signatures – use forms (company mandate) (Authorized Signatures), (new participant id details – 1 per new signature) (Note There may be new references to these forms so they are not written here).

- Set yourself up to access accounts on telephone and online. Currently the GBP Current Account and Bonus Saver can be accessed via telephone and online. The Euro Current Account can be accessed via telephone but not online.
- Letter to bank requesting an address change for the bank statements (needs signatures)
- Send letter to fellowship introducing yourself (give them your name and address for contributions and tell them what we discussed at Region 9 Assembly re finances)
- Read the Translations Guidelines as issued by WSO (they are usually on the website).

#### Timing of treasurer tasks

- Monthly and during the month – receive contributions, prepare receipt letters & send out (by email if possible), pay expenses as claimed, update excel spreadsheet with details of these receipts & payments and file ‘vouchers’ on the Income & Expenditure File. Note Keep a separate folder within Region 9 records on the computer for ‘Receipts’ and then sub folders to this that hold the Receipts for the various Financial Years – if you give each receipt the next number – the computer will list these in the order of that number.
- Analyse the Income & Expenditure as you go along – refer to the instructions on the excel workbook.
- Annually – Prepare a set of accounts (or facilitate the accountant to do so) - Income & Expenditure Account, Balance Sheet & Notes as well as a detailed list of Contributions for the Year Ended 31 May just ended. – Do this as early in June as possible – the time before the Assembly will go quickly. Note If you complete the excel workbook accurately and understand how it works it will do the bulk of this for you – but you will need to code items in line with the budget and check various balances, etc. Just before the year end, send an email to the board and the committee chairs and ask if there are any pending items due for payment. Pay anything due before the year end. You will need to consider though whether there are any expenses that have been paid in the current year for next financial year (e.g. Chairs Flight costs for RCC meetings in the following year) or whether there are any outstanding costs that are still to be paid but which are for this current financial year. These will need to be adjusted for in the accounts and the accountant will help you with this but you will need to let the accountant know which of these apply. The accounts you have prepared will need to be copied onto a PDF document before being sent to the secretary for inclusion in the Assembly binder.
- Prepare a written report for which will accompany those accounts and which reviews and interprets them. Highlight items you think are important, including how the figures look in relation to the budget and how R9 finances ‘fit’ into those of other regions / WSO if possible. Make as much information as possible available to the assembly so that they can make informed group conscience decisions.
- Send the accounts spreadsheets and workings electronically to the accountant. Ask if they need any further information – they may want a copy of the closing bank statements and perhaps a copy of one or two expense claims or receipts. You can photocopy these and send them to them or scan and send by email. (The accountant will now review the records you have given them and prepare a set of accounts in a slightly different format – they will send you these accounts just before the assembly – but you will have to liaise with the accountant in the mean - time to ensure that you have the report in your possession when you attend the assembly). The accounts in

columned form prepared from the excel sheets is fine – accountants just use a slightly different format. You will want to report to the Assembly that the accounts have been reviewed by the accountant.

- December 1st – send reminder to service bodies that they can apply for Translation/ Projects fund assistance – attach form with email / letter (via secretary)
- February 1st – deadline for Translation/ Projects fund Application forms to be sent to you as Region 9 Treasurer.
- April – email rest of Region 9 Board with suggestions as to how the Translation / Projects Fund should be used and with the board decide on which service bodies should receive assistance.

Email board and committee chairs and remind them to claim any expenses due asap so they can be paid before the year end.

- May – make sure you pay all relevant costs for the current financial year including Translation / Projects Assistance & Chairs Travel expenses.
- June - email rest of Region 9 Board and with them decide on which representatives receives assistance with costs of transport etc. to Assembly.

Note :- – Receive all the applications yourself as treasurer – print off and review for – budget agreed, amount claimed by each service body, distance to travel, those that have not attended the Region 9 Assembly before, date of claim, and whether the service body has included a copy of their current financial position. Summarize the claims received in note form at the bottom of the ‘Representative Assistance for Attendance at Assembly / Convention form’ and make a note of the total amount claimed by all applicants. Review the budget for the year and include that total in that note at the bottom of that sheet. Consider who should be assisted and who should not.

Email the Chair & Secretary and attach – all applications together with current financial positions and the updated ‘Representative Assistance for Attendance at Assembly / Convention form’ in good time for consideration by the board and the deadline. Suggest in your email who should be paid for and who not – in the light of what we have agreed as a fellowship in terms of priority.

Discuss and then confirm agreement with the Chair & Secretary and then write to the applicants with the standard letter as appropriate (positive / negative response) – see standard letter.

These standard letters need to be sent out in good time.

- July - Prepare suggested ‘base’ budget for the next Financial Year beginning 1st Jun and include with information to be sent to secretary for inclusion in Assembly ‘Materials Binder’ (Use the prior Years Income & Expenditure Account as a guide and ask Chair & Secretary for any unusual factors that have to be taken account of). See the workbook in excel about this.

Revisit the budget (set previously) for the current year and consider if any adjustments should be made and make appropriate recommendations for inclusion in the assembly materials.

- Assembly – Transfer the suggested ‘base’ budget as prepared previously for the next year and the one for the current year onto two large flip charts and display throughout the Assembly. These will be used as an aid memoir during the presentation of the draft budget and is very useful for members to review during the assembly and assists their understanding.
- Assembly - At the Board meeting get accounts from accountant signed by Chair & sign yourself as appropriate.

- October / After the Assembly – send the signed accounts off to the accountant – they will sign their own report and send them back to you – file the signed accounts in the Region 9 Permanent Notes file in the appropriate section ‘Final Accounts’
- October / After the Assembly - Send Introductory Appeal letter via secretary to all Region 9 contacts (this will be translated into other languages) – this explains who you are (if new treasurer) and a summary of decisions that the assembly has made regarding the R9 finances.

#### Accounts Review

- All Receipts / Bills etc. Must be kept for 6 years
- Standing Bills & Costs / Contributions
- Accountant Annual Fee
- Send agreed contribution to WSO after Assembly and as appropriate during the year.
- Web Site Annual maintenance is payable to Global Gold for Web Hosting and Domain Reg. This is payable annually – be careful not to miss this as we may lose our website address.
- The Region Chair will claim for expenses for travel for each of the Region Chairs Meetings (RCC Meetings). These expenses will be claimed separately for each meeting (and sometimes there will be separate claims for flights etc.) and are:- Registration, Flight, Accommodation, Meals & Incidental Travel costs.

There are three RCC Meetings – in a calendar year these are normally held –

1st RCC is at the World Service Business Conference (WSBC) in April / May.

2nd RCC is held in Albuquerque in August (unless there is a World Convention when it will be held there).

3rd RCC is held at one of the other regions and moves around within those regions (it happens at the same time as that Regions Assembly) and is generally in the Autumn.

This is as per calendar year, but be mindful that within our Accounting Year of 1 Jun – 31 May the order normally follows 2nd RCC, 3rd RCC and the 1st RCC / WSBC.

When you receive a contribution (cheque)

- Prepare a thank you letter / receipt to the Group / Intergroup / National / Language Service Board and email where possible – sometimes you have to ‘hunt’ for an email address. – Refer to the Treasurer Contact List (which you must maintain), past records and email service bodies or the secretary. Keep copies of these letters in a Receipts Folder on the computer.
- Write up bank deposit slip – include group, date, amount on deposit stub
- Record amount in Income & Expenditure spreadsheet workbook (Cash Book).
- Deposit the money in the bank – they will date stamp it.
- Save any letters / bank notices etc. that come with the contribution in the Income File (file ‘upwards’ in date order). Reference it with the appropriate number.

When you need to prepare a bank payment draft / write a cheque

- Check & Validate expense claim forms which have the amount requested, why, who etc. Make sure receipts are attached wherever possible. Make sure the claim is in line with budget as set by the assembly minutes.
- Fill in the Treasurers section on the form with cheque number, date and who, currency etc.

- Prepare the bank transfer document – we currently use ‘Standard’ payments as these are the cheapest – you will need all bank details of member you want to pay by transfer – refer to prior forms already complete – especially important is the BIC code & the IBAN code – otherwise the bank may not pay out.
- Write the cheque – make sure update stub with who, when, why.
- Send the payment draft / cheque to the second signatory with a self-addressed and stamped envelope enclosed for its return to you.
- Record amount in Income & Expenditure (Cash Book) spreadsheet
- Send cheque and copy of expense form to person requesting payment / cheque / take the transfer document and proof of who you are to the bank. (I usually bring my passport but the staff do get to know you if you use the same branch)
- Save and file the form in the Expenditure File (file ‘upwards’ in date order). Reference it with the appropriate number.

#### When you get the Bank Account Statements

- Balance the current account and euro & the bonus saver account – statement to spreadsheet records.
- Make a note of the bank statement number that each transaction appears on in the excel sheets.
- File original of each statement in the bank statements file
- Monthly – scan the bank statements or download from the account online and send on to the Chair, Secretary & Trustee – this is an ‘audit’ check that the appropriate money is still in the bank!

#### At the Assembly

- Use a ‘Bum bag’ for the 7th Tradition i.e. keep the money on your person at all times
- If the Assembly is to be in a country in which you are not familiar with the currency – email the local members and ask for help from them during the assembly. – Ask whether they will be taking 7th tradition during the assembly / convention as well as registration. Ask whether they expect you to get involved with the 7th Tradition during the convention. – Normally the Registration & 7th Tradition from the Assembly is dealt with by the Region 9 Treasurer and then the Registration & 7th Tradition for the Convention is dealt with locally and any surplus after costs is then normally contributed to Region 9 at a later date. But this is not always the case – at some conventions in the past the 7th Tradition was passed to the treasurer after each meeting!
- Ask for help when counting the 7th Tradition – get 2 ‘local’ members to count the cash and then give you a written report of what was collected. – That way you don’t have to get involved with counting currency that you may not be familiar with while member are speaking to you and asking you questions about finance.
- Keep own funds completely separate so that you don’t confuse the two.
- Bring plenty of bank bags (plastic bags) with you.
- Bring a couple of bags to collect the 7th Tradition at the Assembly
- When someone gives you a piece of paper with cash – keep it in a ‘bank’ change bag separate i.e. so that you know what it is when you refer back to it. – You will be amazed at what you don’t remember when you return from the assembly!

- Use the 'Treasurers Records Cash Book' (hardback book) during the Assembly itself for recording receipts or registration etc – you will need to reconcile this with the cash you bank.
- Try to pass on the coinage as much as possible before you come home – exchange with local members for notes – this way you can bank easier when you get home and will lose less on exchange as well as making your bag lighter!
- Will need a calculator handy
- Will need small stapler
- Ask for flip chart / wipe board to present and work on budget
- R9 Board Assembly Costs & Representative Assistance – make sure you bring enough currency to pay for the R9 Board costs and the representative assistance applications as agreed with the rest of the Region 9 board earlier in the year (June / July).
- Make sure each R9 Board member & representative has summarized their claim on the standard claim form and attached legitimate receipts for travel, accommodation and food. List in the 'Treasurer's Records Cash Book' the amounts as you pay them out in cash and ask the representative receiving the money to sign the standard claim form and the book as a receipt and confirmation that they have received the money.
- At the end of the Assembly / Convention - summarize at the bottom of the page - the monies at Assembly i.e.
  - Registration Received,
  - Contributions Received,
  - Representative assistance paid out
  - Chair / Secretary / Treasurer expenses paid out
  - Etc. – arriving at the amount to be paid into the bank.
- When you get home from the Assembly (or before you leave if you can) reconcile and count the funds in full. Photocopy the 'Treasurers Records Cash Book' (hardback book) pages you have filed in and use them as 'vouchers' to file on the Income & Expenditure file. Attach all receipts and pieces of paper to these photocopies on that file.

Note :- When this book gets 'full', buy a replacement and put the 'used' one in the R9 Archives Box.

Pay the money into the appropriate account and then record EACH BUDGET LINE ITEM in total (registrations, contributions, etc.) into the spreadsheet arriving at a net amount that will be credited to the bank with your amount that you paid in. (2014f)

THE END☺

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