



## Pinellas County Intergroup Treasurer Policies & Procedures Form TPP v2.0

### Requirements:

- Five years sobriety
- 1 year Intergroup experience
- A working knowledge of computers, Windows, word processing and spreadsheet software.
- Thorough knowledge of QuickBooks accounting software
- General knowledge of accounting or bookkeeping, including understanding of financial reports and reconciling bank statement.

### Duties:

- Oversee accounting work done by Central Office Manager
- “Super User” of accounting software
- Reconcile monthly bank statement
- Prepare financial reports monthly for presentation to Steering Committee and Intergroup
- Prepare financial reports for inclusion in monthly Plain and Straight
- Present reports to Steering Committee and Intergroup and answer questions
- Count money at Intergroup events (Picnic, Gratitude Dinner, Anniversary Dinner)
- Must not be a signer on the bank accounts
- Ability to view online banking transactions

### Monthly Tasks:

1. As soon as possible after the end of the month, download the QuickBooks backup file. This will be the file with an extension of “QBB”.
2. Restore the backup file to your copy of QuickBooks.
3. Prepare a Balance Sheet (see attached sample).
  - A. Check each account for accuracy. If anything looks unusual, get a detailed transaction report and verify each entry. Make corrections if necessary.
  - B. Verify that Assets equal Liabilities and Stockholders’ Equity.
4. Prepare a Profit and Loss Statement (see attached sample).

- A. Check each account for accuracy. If anything looks unusual, get a detailed transaction report and verify each entry. Make corrections if necessary.
  - B. Verify that Profit (Loss) equals Retained Earnings on the Balance Sheet.
5. Prepare the Contributions Report (see attached sample).
  - A. From the Intergroup Attendance List that Central Office sent you, mark each group in the Contributions List that attended the last Intergroup Meeting with a “☺” symbol. If a group is not listed, add them and mark them as attended, but leave the contribution amount columns empty.
  - B. Verify that the total of the Contributions Report equals the total of Group Contributions plus Unity Meeting in the Income section of the Profit and Loss Statement.
6. Prepare the Prudent Reserve Calculation Report (see attached sample).
  - A. This report is prepared monthly, but contributions are only distributed quarterly.
  - B. At the end of each quarter, if there is money over the Prudent Reserve Amount plus one month’s expenses, let Central Office know to write the appropriate checks: 40% to Area, 40% to District, 20% to GSO.
7. Prepare the Contributions Report for the Plain and Straight (see attached sample).
  - A. This is a copy of the Contributions Report already prepared in table format. The table should be no more than 3” wide so it will fit into the column allocated for it in the Plain and Straight.
8. Prepare the condensed Profit and Loss for the Plain and Straight (see attached sample).
9. Email both the special reports to the Plain and Straight Chairperson at [plainandstraight@aapinellas.org](mailto:plainandstraight@aapinellas.org).
10. When Central Office faxes the bank statement, reconcile it and make any necessary adjustments to the bank account in QuickBooks. Let Central Office know of the adjustments by email.
11. Once all the adjustments have been made to the QuickBooks file, either log on to the Central Office computer and make the same changes to their QuickBooks file or send an email to Central Office detailing the changes to be made. They will then have to make the changes to the file.