

Audits

It is recommended that the group review the treasurer's book every quarter. At least one group officer (chairperson, secretary, coffee maker, etc) and one other group member should verify the following:

- Current treasurer's balance matches the meeting sheet balance (the treasure should bring the funds on the night of the audit if they are normally held in a private account)
- Rent and Intergroup monthly expenses are paid through the current month
- Receipts and cancelled checks match the paid expenses for the past 3-6 months
 - For bills paid by personal check, the treasurer shall produce a copy of any cancelled checks requested by the group
- Records are neat and legible

Rotation

The position of treasurer should be rotated on a yearly basis. Any person nominated for the treasurer position should have at least one year abstinence from gambling. If a treasurer returns to gambling, a new treasurer should be elected at the next meeting and an audit of the group's funds should be performed at that time.

Open Meeting Funds

In the event the group votes to host an open meeting, the following guidelines are recommended:

- A separate collection should be taken at each regular group meeting for donations to the open meeting
- All funds collected for the open meeting should be kept in a separate ledger and used to pay for all expenses for the open meeting
- Any funds collected in excess of open meeting expenses should be reported to the group after all expenses have been paid and a group vote taken to decide what to do with the excess funds (seed money for next open meeting, donate to Intergroup, ISO, GamAnon, etc)

Addresses (Examples – Replace with your group's information)

Church (or meeting location)

Current monthly donation: \$50

<<Church Name>>

Attn: Treasurer

<<Church Address>>

Intergroup

Current monthly donation: \$20

Intergroup

<<Intergroup Address>>

ISO

Current monthly donation: \$5

GA ISO

P.O. Box 17173

Los Angeles, CA 90017

TAMPA AGENDA ATTACHMENT
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