

UA GSB Finance Committee

Motion: To approve as Conference-approved literature - Appendices one through nine; to be submitted to the UA GSB for further editing, publishing, printing and sale. The Finance Committee will do more editing, if necessary, after it is conference approved.

[DRAFT]

What the Underearners Anonymous Group Treasurer Needs to Know

Why does our U.A. Does the group need money?

To cover running expenses. For face-to-face meetings we pay for rent, literature, coffee, and physical items that cost money, public liability insurance, prudent reserve (3-4 months of rent), sending the General Service Representative (GSR) to the World Service Conference (WSC), sending the Intergroup rep to the Intergroup meetings, and contributions to the U.A. General Service Fund. Phone and video meetings may have operating fees, and they pay for sending the GSR to the WSC and for sending an Intergroup rep to the Intergroup meetings, and contributions to U.A. General Service Fund.

Why do we need a group treasurer?

A treasurer sets up a bank account, tracks and handles the money and keeps it in a safe place, gives reports to the group, and distributes the funds per group conscience.

How do we manage the money and keep it safe?

Open a checking account for the group instead of using a personal bank account. It is suggested to have two signatories on the checking account to ensure access in case one person is unavailable to access the account.

How do we create a spending plan for our treasury?

Look at the categories and history of spending and project it out for 6 months to a year. This will vary from group to group.

How do we pick a good treasurer?

The ideal candidate possesses qualities such as willingness, regularly attends the group meeting, has provided service in the past, perhaps as a former GSR or Business Chair, has completed Steps 1-9 (suggested) in U.A. with a U.A. sponsor, has familiarity with the 12 Traditions (or working towards that), and has solvency (self-defined)

Why does a group contribute money to the U.A. as a whole?

To help cover the fellowship's operating expenses and to create a spiritual connection to U.A. as a whole.

What are the U.A. 's operating expenses?

They include maintenance of the website, administrative costs, the World Service Conference, literature, liability insurance, and a special office worker. The treasury report is included in the minutes from monthly General Service Board meetings.

How do we distribute the money to UA as a whole and to other entities such as a local Intergroup?

The group decides what percentage of donations to contribute to Intergroup and to the General Service Fund. The treasurer could mail a check to the U.A. PO Box or make a donation via PayPal.

How does the treasurer give a monthly or weekly report about the treasury?

The treasurer could give an update of the balance weekly, during the 7th Tradition announcement, and/or a full report (details about income and expenses) during the monthly business meeting.

What is a prudent reserve and why do we need one?

A prudent reserve is an amount of money agreed to by group conscience to cover unexpected circumstances.

How much do we need to keep in a prudent reserve?

A suggestion is to set aside three to four months of expenses for the prudent reserve.

How often do we rotate the treasurer position?

A term of at least one year is suggested.

Why does a group support their General Service Representative to attend the World Service Conference?

According to our Traditions, every group needs to be self-supporting. Each individual group has the opportunity to send their GSR to the World Service Conference. The GSR serves as the liaison between the group and U.A. as a whole, so they bring information back and forth about carrying the message and other developments in the fellowship. Without sending them to the World Service Conference the group may suffer from lack of information.