

TREASURER TASK FORCE

Task Force “Charge”:

“What will SCWS do if no member stands for Treasurer? Should the fellowship hire a service to perform some or all the clerical duties in support of the Treasurer, an officer of the area?”

Originating body: Elected Officers:

The officers can see that few members are willing to commit the time or have the needed qualifications and requirements to be Treasurer. This was discussed at the Board Meeting on October 15, 2022. As Interim Chairperson, Marcia Meyer started to find a convenient time and volunteers to work on the immediate problem for 2023. Fortunately, Cathy Satter stepped up to be Treasurer for the last year of the current panel, ending December 31, 2023.

TASK FORCE MEMBERS:

Christy R. – Chairperson, Past Treasurer, Member of the Finance Committee.

Willie W. – Past Delegate and Tax Preparer for SCWS.

Sandy W. – Past SCWS Treasurer, Member of the Finance Committee.

Nancy W. – Past DR.

Enid M. – Past DR, helped past treasurer with paper processing.

TASK FORCE PROCESS

- 1) Formed the Task Force and established a “quorum” for “meeting” and “voting”.
- 2) Reviewed KBDM Questions
- 3) Reviewed the “Treasurer Job Description”, “Treasurer Guidelines” and the “Treasurer Manual”
- 4) Prepared and reviewed an “Allocation of Time” for the Treasurer and an Outsourced Person.
The task force consulted with past treasurers and the finance committee to determine the time involved.
- 5) Established a range of hourly rates for an Outsourced Person.
- 6) Reviewed the ‘Basic Skills’ of the Treasurer
- 7) Answered the KBDM Questions
- 8) Recommendations from the Task Force

SUMMARY OF TIME ALLOCATION

Task	Total Monthly Time/Hours	Out-Source Monthly Hours	Treasurer Monthly Hours	Total Annual Time/Hours	Out-Source Annual Hours	Treasurer Annual Hours
DEPOSITS						
Remote Deposits	10.00	5.00	5.00	120.00	60.00	60.00
PayPal Deposits	3.00	3.00	0.00	36.00	36.00	0.00
Deposit to Bank - Postal Money Order & Cashier's Checks	1.00	0.00	1.00	12.00	0.00	12.00
Deposits from SCWS Events - Cash and Checks	4.00	1.00	3.00	48.00	12.00	36.00
EXPENSES						
Write Checks to Pay Bills	3.00	0.00	3.00	36.00	0.00	36.00
Bank Account Reconciliations	3.00	2.00	1.00	36.00	24.00	12.00
Other Account Reconciliations	1.00	1.00	0.00	12.00	12.00	0.00
REPORTS						
Print Monthly Reports	1.00	0.50	0.50	12.00	12.00	0.00
Print Quarterly Reports	0.25	0.25	0.00	3.00	3.00	0.00
OTHER						
Attend Various Meetings (Officers, Board, SCWC, Assemblies and more)	6.00	0.50	5.50	161.00	9.00	152.00
Sort and Forward Mail from AIM Mail Center	1.50	0.00	1.50	18.00	0.00	18.00
Total	33.75	13.25	20.50	494.00	168.00	326.00

OUT-SOURCED HOURLY RATE CHART

Rate Per Hour	\$ 50.00	\$ 75.00	\$ 85.00	\$ 95.00	\$ 200.00
Estimated Monthly	14	14	14	14	14
Cost per Month	<u>\$ 700.00</u>	<u>\$ 1,050.00</u>	<u>\$ 1,190.00</u>	<u>\$ 1,330.00</u>	<u>\$ 2,800.00</u>
Estimated Annually	168	168	168	168	168
Annual Cost	<u>\$8,400.00</u>	<u>\$12,600.00</u>	<u>\$14,280.00</u>	<u>\$15,960.00</u>	<u>\$33,600.00</u>

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The first 4 amounts (\$50-\$95) are hourly quotes received from 4 separate independent bookkeeping services. The \$200/hour quote was from an accounting firm.

KBDM

The answers to the questions below can provide a basis for discussion. They provide common information so everyone can be on the same page. Gather information regarding these questions. Everyone can add to them.

1) What do we know about the members' (and prospective members') needs, wants and preferences that relate to this issue?

- a.** How important is it? Is it what our current members want? How will it affect newcomers? What purpose would it serve? Is it necessary? Is it helpful?
 - i.** The detailed time-consuming nature of the Treasurer's job.
 - ii.** The special "accounting" qualifications of the Treasurer may be a roadblock.
 - iii.** It is important to have a Treasurer who is an officer of SCWS.
- b.** What do we wish we knew, but don't?
 - i.** The actual cost of outsourcing a portion of the Treasurer's job.
 - ii.** Do we need to find an "independent" bookkeeper who is bonded?
- c.** Might our decision have unintended consequences?
 - i.** We don't know.
- d.** We might need to do some additional work or research to help us make a sound decision.
 - i.** Interview possible candidates or companies with qualified staff

2) What do we know about the resources and our vision for AI-Anon and our meetings that are relevant to this issue?

- a.** What are our resources?
 - i.** SCWS Current financial position appears to be adequate for the cost of outsourcing.
- b.** Can we afford it?
 - i.** Cash availability may be stretched if SCWS becomes hybrid for the 2 SCWC's and the 2 Assemblies, and incurs Rental Expenses
- c.** Do we have enough volunteers to make it happen.
 - i.** There are not enough volunteers who meet the current Treasurer qualifications.
- d.** Do we have any background information in our archives that can help us answer this question?
 - i.** No
- e.** What do we wish we knew, but don't?
 - i.** We don't know the actual cost to outsource a portion of the Treasurer's job.
 - ii.** We don't know if the shift in time lowers the time commitment of the position enough.

3) What do we know about our “culture” and “environment” that is relevant to this discussion? In other words, Will our decision be consistent with our principles, policies, and legacies: The Twelve Steps, Traditions, and Concepts?

- a. What are the pros and cons?
 - 1. What might be the advantages of this change?
 - a. More willing volunteers to be the Treasurer.
 - b. More reliance on the Finance Committee for assistance to the Treasurer
 - 2. What might be the disadvantages of this change?
 - a. We don't know if the outsourcing will be enough of a reduction in the time commitment to allow more volunteers to participate in this position.
- b. How would this affect our meeting?
 - i. We would have a Treasurer; an officer of SCWS
- c. How would this affect our fellowship?
 - i. Less funds available to donate “above the group level” to the WSO
- d. Newcomers? Al-Anon or AA as a whole?
 - i. Asking for more group contributions for SCWS

- e. Does our Service Manual provide any guidance about this issue?
 - i. Service Manual Page 157 (2022-2025) **Election of Officers:**
“The Chairman then calls for the election of Assembly officers, usually the Chairman, Secretary and Treasurer, from among DRs and others according to Area autonomy.”
 - ii. Service Manual Page 157 (2022-2025) Election of Officers:
“If a vacancy occurs among the Assembly officers between meetings or an officer is unable to attend meetings, another DR may be appointed by the Chairman to replace the officer until another can be elected.”
- f. What do we wish we knew, but don't know?
 - i. Will there be members who stand for Treasurer?

- 4) What are the ethical implications of our choices? Would we be practicing our “principles in all our affairs”?**
- a.** 12 Steps, 12 Traditions? 12 Concepts?
 - i.** The Finance Committee, the Treasurer and the outsource person will have “carefully defined responsibilities, avoiding double-headed management
 - ii.** The outsourced person/business will sign a Non-Disclosure Agreement to protect our principle of anonymity.
 - b.** Will our decision help us fulfill our primary purpose?
 - i.** If we did not have a treasurer, we could expand other officer rolls to help cover the Treasurer position if we are utilizing an outsourced firm. The Secretary of State (Calif) requires non-profit entities to have a Chairperson, Secretary and Treasurer. The chairperson cannot serve as secretary. Finding a way to cover the treasurer position allows us to continue to serve our primary purpose.
 - c.** If we decide to take action, will it be the “right” thing to do?
 - i.** Yes, we hope that there will be a larger pool of members willing to consider standing for the Treasurer’s job
 - d.** What do we wish we knew, but don’t?
 - i.** Will there be members who stand for Treasurer?

RECOMMENDATIONS

1)The Task Force recommends that the Chairperson consider “appointing” an Assistant to the Treasurer who would serve on the Board of SCWS, on a trial basis, who would assist the Treasurer in their clerical and accounting duties, including entries into QuickBooks. The Task Force hopes this person will assume the Treasurer’s job in the next 3-year term.

The GRs, at the November Assembly, would be asked to vote on the Task Force recommendation of increasing the board for the Assistant Treasurer position.

2) If the 1st option is not available, the Task Force recommends that the Officers, and ultimately, the Chairperson, interview and hire an independent accountant, or a “bookkeeping firm”, who is qualified or has a staff qualified to make entries into the QuickBooks accounting program, perform account reconciliations, print monthly and quarterly reports for and to the Treasurer and the Finance Committee. These reports will ultimately be presented to the Officers at the monthly Officer’s meeting. The Task Force has provided details of the recommended allocation of the Treasurer’s time as well as range of the costs related to the hiring of an independent accountant or accounting firm, who is, or employs, an accountant proficient in QuickBooks. This recommendation would reduce the “requirements “ for a candidate for Treasurer to know QuickBooks or other accounting software.”

The GRs, at the November Assembly, would be asked to approve a “range” of any additional budget for the hiring an “independent accountant” or an accounting firm, who would record the QuickBooks entries and prepare the reports for the SCWS Treasurer and the Finance Committee before being submitted to the Officers. The actual cost is unknown until a contract is entered into with an independent accountant or bookkeeping service.

After our best efforts to answer the KBDM questions, and through listening with open minds and hearts, we trusted in each other and our Higher Power, to make our decisions and recommendations.

The Task Force members are all in agreement with our recommendations.