

Heroin Anonymous Finance Guidelines

For Meetings(Groups), Districts(Intergroups) and Areas
of Heroin Anonymous



Introduction:

These guidelines are here to assist with handling of funds at all levels. These are suggestions that we have found that work at the multiple levels of service.

Meeting:

Meeting Treasurer Qualifications:

- a. Suggested amount of time sober one year.
- b. Term of commitment one year.
- c. Suggested financially stable
- d. Suggested prior service time: Six months

Responsibilities:

- a. Maintain accurate bookkeeping of funds brought in by the group.
 - b. Provide financials to group monthly.
 - c. Collect and document funds brought in by the 7th Tradition.
 - d. Collect and document the funds brought in for H & I (if applicable). Pass this money to the treasurer of the District or Area, being sure it is noted that it is for H & I.
 - e. Pay for all expenses for the Group (i.e. rent, coffee, chips etc.)
 - f. Distribute contributions to District or Area.
 - g. Maintain bank account (if applicable).
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- Give monthly report: Informing the Group how much money has been brought in and how much has gone out. This should include any future expenses.
 - Any expenses to and from the Group should have a receipt. This is for transparency and proper business handlings.
 - Maintain the prudent reserve, this is 6 months of operations. The Group operations are the rent, coffee, chips, literature etc. Anything over the prudent reserve is passed to the next level for contributions.
 - Any money spent should first be approved by the Group conscious.
 - If the Group has a bank account this should be monitored and tracked clearly. A monthly reconciliation should occur. Maintain a check register for all money that comes in and out.
 - In keeping with the spirit of the 7th Tradition any money exceeding the prudent reserve should be then passed along to the Group's Area or District.
 - No borrowing money

District(Intergroup)

District(Intergroup) Treasurer Qualifications:

- a. Suggested amount of time sober one year.
- b. Term of commitment two years.
- c. Suggested financially stable
- d. Suggested prior service time: Six months

Responsibilities:

- a. Collect all contributions from meetings and events.
 - b. Sustain an accurate bookkeeping system.
 - c. Pay any expenses (i.e. chips, literature, rent, etc.)
 - d. Give monthly financial reports.
 - e. Maintain bank account.
 - f. Pass along contributions to Area.
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- Give monthly report: Informing the Committee how much money has been brought in and how much has gone out. This should include any future expenses.
 - Any expenses to and from the Committee should have a receipt. This is for transparency and proper business handlings.
 - Maintain the prudent reserve, this is 6 months of operations. The Committee's operations are the rent, chips, literature etc. Anything over the prudent reserve is passed to Area for contributions.
 - Any money spent should first be approved by the Committee's conscious.
 - The bank account should be monitored and tracked clearly. A monthly reconciliation should occur. Maintain a check register for all money that comes in and out.
 - Deposit all monies in a timely fashion upon receipt
 - No borrowing money
 - Once a term is completed and new treasurer has stepped in the previous treasurer should explain all financials and processes in place. Ensuring that the new treasurer understands everything in full.

Area

Area Treasurer Qualifications

- a. Suggested amount of time sober two years.
- b. Term of commitment two years.
- c. Suggested financially stable
- d. Suggested prior service time: Six months

Responsibilities:

- a. Collect all contributions from districts and events.
 - b. Sustain an accurate bookkeeping system.
 - c. Pay any expenses (i.e. chips, literature, rent, etc.)
 - d. Give monthly financial reports.
 - e. Maintain bank account.
 - f. Pass along contributions to World.
 - g. Filing with federal and state for non-profit.
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- Give monthly report: Informing the Committee how much money has been brought in and how much has gone out. This should include any future expenses.
 - Any expenses to and from the Committee should have a receipt. This is for transparency and proper business handlings.
 - Maintain the prudent reserve, this is 6 months of operations. The Committee's operations are the rent, chips, literature, budgets etc. Anything over the prudent reserve is passed to World for contributions.
 - Any money spent should first be approved by the Committee's conscious.
 - The bank account should be monitored and tracked clearly. A monthly reconciliation should occur. Maintain a check register for all money that comes in and out.
 - Deposit all monies in a timely fashion upon receipt
 - No borrowing money
 - Once a term is completed and new treasurer has stepped in the previous treasurer should explain all financials and processes in place. Ensuring that the new treasurer understands everything in full.

Proper Filings for Non-Profit for IRS

It is strongly recommended that those fellowships who hold non-profit corporation status file yearly IRS and State reports as is required by these agencies. If these reports are not filed in a timely fashion the non-profit status of the Area fellowship could be in jeopardy. If an Area has not filed for non-profit status, it is strongly recommended that they achieve this status. For the reasoning behind this, it would be wise to consult with an attorney that handles these matters.

Steps for Filing for Non-Profit

- You will need a non-profit corporation set up locally
- First step to setting this up will be to reach out to either the chamber of commerce or the secretary of state, depending on locality
- A lawyer can be very useful in this process
- Recommend a minimum of 3 signers on corporation

Liability Insurance (Area Level)

In many Areas of H.A., it has become necessary for meeting places (hospitals, churches, community centers, etc.) and places where events are held to require the fellowship to provide proof of liability insurance. This meeting insurance would be to cover the meeting only, and not anything to do with the building in which it is held. For the event, it would cover the event for that event time only, and again, nothing to do with the building itself. This insurance is basically to cover damage that could be caused by a member or an accident to a member caused by their participation in the meeting or event. Some insurance carriers will cover an event for one time only, some will cover all events for the year, and others will cover both meetings and events. In your local Area, you need to check with different insurance brokers or carriers for insurance information. Some insurance companies specialize in insuring non-profit organizations. Check with the local insurance board for their information. In order to qualify for having insurance, your area must be registered as a non-profit.

Electronic Payment Systems

When using electronic payment systems, it is imperative to read the terms and conditions, or regulations given by the service provider. Within the regulations it should be stated whether the system can be used for personal or business use. When using an electronic payment system for groups, districts, areas or the world level it is suggested that only business use electronic payment systems should be used.

Non-Comingling of Funds

It is suggested that groups not mix their monies with individuals' or other groups monies.