

**Treasurer's Report for \_\_\_\_\_ (Month, Year)**

1. **Starting Balance (Ending Bal, Line 5 from last month)**    \$ \_\_\_\_\_    **(ex: \$100)**
2. This Month's Income    \$ \_\_\_\_\_    (ex: \$95)
3. Interim Balance (add lines 1 & 2)    \$ \_\_\_\_\_    (ex: \$195)
4. This past Month's Expenses (rent, lit., donations, etc.)    \$ \_\_\_\_\_    (ex: -\$75)
5. **Ending Balance (subtract line 4 from 3)**    \$ \_\_\_\_\_    **(ex: \$120)**

Fill out the form to this point before your business meeting. At the business meeting, add the upcoming expenses (rent, literature, info session, etc.) to determine the New Balance. Propose donation amounts to EAI/WSI or to Chapter to take that New Balance to \$0 for Final Balance.

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6. Upcoming Expenses    \$ \_\_\_\_\_    (ex: \$70)
  7. **New Balance (subtract line 6 from 5)**    \$ \_\_\_\_\_    **(ex: \$50)**
  8. Donation(s) to FA - EAI\*    \$ \_\_\_\_\_    (ex: \$25)
  9. Donation(s) to FA - WSI\*    \$ \_\_\_\_\_    (ex: \$25)
  10. Donation(s) to a Chapter\*\*    \$ \_\_\_\_\_    (ex: n/a)
  11. **Final Balance (subtract total from lines 8-10)**    \$ \_\_\_\_\_    **(ex: \$0)**

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Prudent Reserve

(1-2 months expenses separate from balance above)    \$ \_\_\_\_\_    (ex: \$150)

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\*If your meeting is not affiliated with a Chapter the donation recommendation is 50% to FA-EAI and 50% to FA-WSI.

\*\*If your meeting is affiliated with a Chapter the donation recommendation to your Chapter is 100%.

## **Treasurer**

*Two years of continuous abstinence suggested.*

- Collects the Seventh Tradition donations and keeps a record of all income and expenses.
- Pays rent, literature, and any other expenses, and gives a monthly report at each business meeting. (It is wise to compile the report prior to the business meeting to avoid having to crunch numbers at the business meeting itself.)
- Sets aside a prudent reserve sufficient to cover one or two months of meeting expenses and/or funds for an upcoming FA Information Session and sends the remainder of the money, per group conscience, as a donation to World Service and to the meeting's chapter or intergroup. Refer to the pamphlet, [\*Your FA Seventh Tradition: Reaching the Suffering Food Addict\*](#). This document will provide the recommended donation split between WSI and the meeting's intergroup or chapter. If the meeting does not have a copy of this pamphlet, download it at [www.foodaddicts.org](http://www.foodaddicts.org) or ask the meeting's literature person to order one online through the FA website at the same time a literature order is placed (there is a minimum order requirement for online literature purchases). Before mailing checks, always write the meeting day, time, and location on the check memo line.
- Often either the secretary or the treasurer acts as the meeting's main point of contact with the landlord of the meeting facility.

## **Notes for the Treasurer**

- In keeping with the Seventh Tradition that meetings are self-supporting, each meeting must pay some amount of rent or a donation for their meeting space.
- Donations by credit card to FA World Service may be made online at [www.foodaddicts.org](http://www.foodaddicts.org) for the convenience of non-USA-based meetings (and individual donors). Choose "Login," then log in to your online profile, choose "Donate" and select the appropriate choice under "Donation From." Enter your meeting information (as applicable) and then the amount.
- Donations by mailing checks to FA World Service are preferred for USA-based meetings to reduce administrative costs.
- A donation to the meeting's intergroup or chapter is made by mailing a check to the address listed on the "Contact Us" page of the website.
- It is suggested that the treasurer open a checking account in his/her own name that is separate from his/her personal account (a secondary name could be set up for the account to make it easily identifiable if one is the treasurer for more than one meeting, i.e., "Tuesday Night Meeting" or "Thursday Day Meeting").

- Do not open an account in the name of FA. WSI and intergroups (and chapters affiliated with intergroups) are registered with the Internal Revenue Service in the U.S. as non-profit organizations. Meetings are not registered, and therefore it would be fraudulent for them to open accounts in FA's name.
- Do not keep meeting funds "in cash" as cash cannot be easily traced and can easily be lost or stolen.

### **Helpful Tips for the Treasurer**

- Count the funds at home, so as not to disrupt the meeting, and do so as soon as possible after the meeting.
- Many members use spreadsheets, commercial finance software or free online tracking systems for their meetings' finances.
- It is best to record transactions as soon as possible, whether on paper or by some other method.
- Don't use little scraps of paper.
- Create a system for your meeting group and follow it consistently.
- Create a folder or binder containing monthly reports, expense receipts, and addresses for FA World Service Office, the intergroup or chapter (where applicable), and for making rent payments.
- Use a money pouch to hold cash, the check register, and a pencil.
- Pay all of the meeting's obligations on time (rent, literature/CD expenses, Information Session expenses, etc.).
- Coordinate with your literature person to see how cash should be handled. Some literature persons maintain their own funds for use to replenish literature and CDs and report their finances to the treasurer prior to each business meeting for inclusion in the treasurer report. More often, all meeting funds (Seventh Tradition, literature, CDs) are collected and managed by the treasurer, and the literature and CD persons turn in receipts and request reimbursement for purchases.