



Anchorage Alaska Intergroup
Effective Date: 09, 2015

AAI Policy #: Undetermined
Adopted: 02, 2014
Revised: 09, 2015

Anchorage Alaska Intergroup Treasury Policy

Purpose:

The purpose of explaining the policy for the AAI Treasury.

Additional Authority:

None

Scope:

Anchorage Alaska Intergroup Treasury

Responsible Party:

Treasurer

POLICY

Timely deposits are to be made by the Treasurer. Anchorage Alaska Intergroup checks are to be “double-signed” — that is, bank-approved signatures required by two authorized Executive Officers. At least three of the five Executive Officers will be authorized signatories. All outgoing Executive Officers are removed as signatories.

PROCEDURE

1. Treasurer to photocopy all checks received and attach bank deposit ticket with date deposited to photocopy. Cash is to be logged in.
2. Treasurer keeps receipts and disbursement journal by month with summary each month.