

Service Body Treasurer practices - some suggestions: -

The following is a link to the current OA Guidelines for Treasurers

<https://oa.org/app/uploads/2021/08/treasurer-guidelines.pdf>

Practices vary in different parts of the world.

For our purposes within Great Britain, when reading the guidelines, we suggest you assume:-

'Checking Account' = Bank Current Account.

'Requiring Dual Signatures' = Requiring & documenting dual authorisation (please refer below).

'Update bank signature card' = Update bank mandate.

'Maintain Treasurer Archives & retain records for an appropriate amount of time' = 'Appropriate time' within the UK for charities, businesses and organisations is 6 years from the end of the financial year.

Dual authorisation of payments: -

Many of our service bodies no longer use cheques and prefer online banking. At the same time many banks do not provide dual authorisation for the types of bank accounts which we in OA would operate. However, we still have a duty to safeguard (and be accountable of such safeguarding) of our 7th Tradition funds.

In keeping simple records of funds collected & spent, a system whereby one authorised member gives written & documented authorisation and followed by a second authorised member giving the same may be deemed to be authorisation in a similar way that signing a cheque carries.

Suggested wording is given below for ease.

Please note that cheques have not been withdrawn, although their use is very limited within GB. Sometimes service bodies experience time delays in handing over banking authority to access and operate its bank account online. In such situations, it may be useful to keep a cheque book so that expenses can be made without direct access to the bank.

Sample Authorisation of a signatory: -

Intergroup XYZ / Group XYZ

The following was agreed at the group conscience meeting on: - _____ (date)

Payments will be agreed in accordance with the budget / decisions made in group conscience, by two authorised signatories, one of which may be the treasurer.

Documentation for each payment will be kept by the treasurer and this will include invoices / vouchers and a copy of each of the two authorisations.

Member: - _____ is authorised to sign and pass expenses and costs for payment by the treasurer on behalf of the intergroup / group.

Member: - _____ is authorised to sign and pass expenses and costs for payment by the treasurer on behalf of the intergroup / group.

Agreed on behalf of the Intergroup (Chair) _____ (Secretary) _____

Sample of Authorisation email after receiving a note form the treasurer that a payment is due and which is accompanied by the invoice / voucher: -

"I agree and authorise the payment in the first inst."

Then: -

"I agree and authorise the payment in the second inst."

The treasurer to keep these documented authorisations with the invoice / voucher in the normal financial records.