

Suburban North Alano

Squad Treasurers Information

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This document is intended as a guide for Squad Treasurers who may not be familiar with the mechanics of regular payments from the Squad to Suburban North Alano and to clarify recent changes to these mechanics made as a result of break ins. We have also created a separate document that discusses the difference between an Alano and AA, and a Squad Treasurer’s role in general for those who are interested. That document contains specific contact information for local AA entities and we recommend you use it in conjunction with this document.

As always, if you have any questions, want to discuss, or have any feedback, don’t hesitate to contact the Board Treasurer or any Board member.

Introduction – Regular Squad Payments

Each Squad makes regular payments to cover the cost of the resources it uses to hold meetings. In addition, unique to an Alano, Squads act as a funnel for pledge payments from those Squad members who are also pledging Alano members, and for donations to specific Alano related fund raising efforts. Finally, when Squads host the Wednesday General Meeting (e.g. are on Squad Duty), they pass the basket and submit the funds to the Alano. The following is a list of payments typically made by Squads to the Alano on a regular basis:

- *Rent* – for the meeting space
- *Coffee*
- *Pledges* – pass through payments from pledging members of the Alano
- *Literature and Medallions* – When purchasing these items from Suburban North Alano, Squads have the option of paying at the time of purchase, or keeping track of what they use and paying for the items along with the regular payment to the Alano.
- *Donations* – Fundraising efforts for different Alano sponsored events and initiatives, for example the Building Fund, social events such as holiday celebrations, etc.

Most Squads make the regular payment on a monthly basis, during the first week of the month. Put the payments in an envelope with appropriate documentation and then place it in the lockbox located on the column at the corner of the kitchen island. You can also give the payment directly to the Club Treasurer. The Alano has provided forms, discussed in the following sections, to assist with the reporting needed to keep accurate records for the Alano and maintain our tax-exempt status. Use of these forms is optional; however, we ask that if you do not use them, you provide the same information along with your payment.

In order to reduce the temptation of “easy cash” we ask that all Squads, when making a regular payment, do so during the first week of the month and pay by check (see the Check vs. Cash discussion).

Pledge Cards

Our Fiscal year is from October to September. Each October, or whenever a Squad gets a new pledging member, the member(s) should fill out a pledge card. A pledging member is one who is attempting to apply the AA 12 step program to their life, has filled out a pledge card, and made a contribution. Knowing the amount pledged to the club helps with the creation of a yearly budget. The filled out Pledge Card should be included in the envelope with the regular payment.

TREASURER'S COPY
SUBURBAN NORTH ALANO INC.
PLEDGE CARD

1
Squad

12/11/1934
My Dry Date

Oct, 2013 \ Sept, 2014

I wish to become a member of Suburban North Alano Inc. I agree to pay the below amount monthly or anually to my Squad Treasurer or the Treasure of the Board of Directors. My pledge will contribute to the operation of the Alano and allows me to vote on club matters.

Monthly Amount \$ 20 Date 10/2/13 Bill Wilson
Signature

Name Bill Wilson

Address 62 Oak Road

City Katona, NY Zip 10536 Phone 123-456-7890

PLEASE PRINT

- Please enter the fiscal year at the top of the card where the backslash (\) is located. It should comply with the clubs fiscal calendar.
- The amount is generally a monthly amount. If the member decides to give an annual amount, please note that on the Pledge Card.
- The Name and Address section is used to prove that we have real members in the case of an audit. These records are kept private and secure.
- These cards must be submitted annually to maintain your status as a member.

Squad Pledge Record

This form is strictly for the Squad’s use and is highly recommended since Pledge Cards are submitted to the Club Treasurer. Its purpose is to document the Alano member’s payment of pledges to the club throughout the year. As the Alano members give you their pledge card, enter their name on the sheet, along with their dry date and the amount of their monthly pledge. As the members make pledge payments, either throughout the year, or all at once, check off each month’s pledge that they pay. At years end, members should be encouraged to fulfill any unpaid pledge amounts.

SUBURBAN NORTH ALANO, INC.
 15485 Territorial Road
 Maple Grove, MN 55369

SQUAD PLEDGE RECORD

Squad Number _____
 Meeting Time _____
 Day _____

From: October 20 _____ to September 20 _____

Name	Dry Date	Amt. Pledge	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
TOTAL		\$												

SQUAD TREASURER: _____ PHONE: _____
 SQUAD LEADER: _____ PHONE: _____

Rev. 10/1/2011

Name	Dry Date	Amt. Pledge	Oct	Nov	Dec	J
Bill W.	12/11/34	\$20	X	X		

Monthly Squad Financial Report to the Treasurer

The Monthly Squad Financial Report is the form used to record the Squad’s regular payments to the Club. If your Squad is sending money to the club treasurer, it should be accompanied by one of these reports or contain the same information in a format you choose. The form is a duplicate carbon copy form, keep the yellow copy for the Squad records and submit the white copy to the club treasurer.

SUBURBAN NORTH ALANO, INC
15486 Territorial Road
Maple Grove, Minnesota 55369

MONTHLY SQUAD FINANCIAL REPORT TO TREASURER

Name	Amount of Pledge	Amount Paid	Month Pledge is Paid For
Libraries & Materials		Total Pledge	
Coffee Services			
Room Rent			
Building Fund			
Other			
		Total	

Squad _____ By _____ Name _____ Phone _____ Finance Officer
Date _____ By _____ Name _____ Phone _____ Squad Leader

WHITE – Treasurer/Secretary YELLOW – Squad

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15486 Territorial Road
Maple Grove, Minnesota 55369

MONTHLY SQUAD FINANCIAL REPORT TO TREASURER

Name	Amount of Pledge	Amount Paid	Month Pledge is Paid For
Libraries & Materials		Total Pledge	
Coffee Services			
Room Rent			
Building Fund			
Other			
		Total	

Squad _____ By _____ Name _____ Phone _____ Finance Officer
Date _____ By _____ Name _____ Phone _____ Squad Leader

WHITE – Treasurer/Secretary YELLOW – Squad

The Pledge Section:

The top portion of the form is for Pledges. For each member payment, enter the members name, the amount the member pledged monthly, the amount currently being paid, and the months that are being paid.

SUBURBAN NORTH ALANO, INC
15486 Territorial Road
Maple Grove, Minnesota 55369

MONTHLY SQUAD FINANCIAL REPORT TO TREASURER

Name	Amount of Pledge	Amount Paid	Month Pledge is Paid For
Bill Wilson	\$20	\$40	Oct, Nov
Bob Smith	\$10	\$10	Oct

The Rents and Totals Section:

	50	Total Pledge
Literature & Medallions	11	
Coffee Donation	20	
Room Rent	60	
Building Fund	20	
Other		
	\$161	Total

Total Pledge – The total of the Pledge section (upper portion of the sheet).

Literature and Medallions – The amount included that was for Literature or Medallions.

Coffee Donation – The amount included that was for Coffee Donation.

Room Rent – The amount included that was for Rent. There may be some older sheets still out there that don't have Rent, if you are using them, please write in "Rent" so that it is clear.

Building Fund – The amount donated to the building fund. This is a long standing fundraising effort for the Club. This money is not considered part of the general fund, it is strictly for building maintenance and improvements.

Other – This could be used for any other "miscellaneous" contribution. Please provide an explanation for the contribution so we know how to apply it.

Total – This is the Grand Total of all Amounts; pledges, rent, donations, etc., and should equal the amount of the check in the envelope.

Signature Section:

It is very important that at least one person sign the document and include a phone number where they can be reached. If there is a problem or question, it helps to have the name and number right there. It is also good practice to have the Squad leader or other responsible Squad member review and sign the document.

Squad	<u>1</u>	By	<u><i>Scrooge McDuck</i></u> Name	<u>123-234-5678</u> Phone	Finance Officer
Date	<u>10/3/13</u>	By	<u><i>George Washington</i></u> Name	<u>612-456-7890</u> Phone	Squad Leader
			WHITE – Treasurer/Secretary	YELLOW - Squad	

Filling out the envelope:

Please, place anything being sent to the treasurer in a sealed envelope. There are a few items that should always go on the outside of the envelope. This makes it easier for your trusted servants to categorize, tally, and deposit the monthly receipts.

- Squad Number
- Date/Month where applicable
- Purpose – Financial Report, Literature, Medallions, Wed General Meeting, etc.
- Amount

Squad 53
10/6/13
Financial Report
\$235

Cash vs Check?

We do ask that you contribute by check, particularly for the regular payment and any other substantial amounts. Cash has been known to be a temptation for thieves. By eliminating the cash, we reduce the risk of theft and break-ins.

How can you pay by check? Here are several options, all of which are being used today:

1. Your Squad can obtain a “low usage” checking account. Little or no fees.
2. You can obtain a money order from any number of sources.
3. The Squad treasurer or another member of the Squad can write a personal check in exchange for the cash.

Suggested Amounts

Pledges - there is no minimum pledge requirement, other than “more than zero”. Please remember that the money is used to keep the building maintained, the heat on in the winter, the AC in the summer, Insurance paid, etc... The average pledge is currently a little over \$10/month.

Room Rent – This is required. Squads should be contributing \$45/month. Feel free to give more if you are able, and communicate with the board if you are having trouble meeting this requirement!

Coffee – This is an optional donation to help cover the cost of the coffee to the club (over \$2000 a year). Typical coffee donation is \$10-20/Month.

Literature and Medallions – This is required only to cover your use of these resources. Medallions are \$3 each, and the literature pricing is posted.

Building Fund – This is a voluntary donation. Some groups pass the hat, or donate extra funds.

Wed Meeting, Books, Literature, Medallions, and Misc.

When collecting money at the Wednesday General Meeting, or when paying for Books, Literature, and Medallions, or any other miscellaneous items, you can include it in your monthly report, but you also have the option to simply put the amount required in an envelope, mark the envelope with the Squad, the purpose (“Wed Meeting”, “Medallions”, etc.), the date and amount, and drop it in the deposit box.

Frequently Asked Questions:

Q: Are the pledge cards kept secured?

A: Yes, pledge cards are kept in a locked location.

Q: Are my contributions tax deductible?

A: Since the Alano is a Non-Profit Organization, pledges to the Alano typically are tax deductible. Donations placed in the basket typically are NOT. Talk to your tax advisor.

Q: How much should I pledge?

A: The amount of the pledge is entirely up to the individual to determine, but encourage them to consider how much they spent on their drinking, and remind them that the bills have to be paid by the membership.

Q: Where are the envelopes?

A: Envelopes can be found in the drawers underneath the mail slots as you enter the club. There are usually small envelopes on the literature cabinet for those payments.

Q: How does one of my Squad members make a personal purchase of literature or medallions?

A: Find a member with a key to the cabinet, place the purchase amount in an envelope, and label it correctly (lit/med, amount, etc).

Q: What if I forgot to get someone else's signature on the financial report form?

A: The names are not required, they are only suggested, both for your Squads security and for the Club Treasurer's information in the case they need to contact you.