

NHI treasurer shall:

Shall maintain a checking account established in the name of New Hampshire Intergroup for dispersal of NHI funds.

Shall be the guardian of all funds received and disbursed.

Record and deposit contributions.

Reconcile checkbook register monthly. The total of the general fund + retreat fund + delegates fund must match checkbook balance.

Pay monthly expenses:

May include printing of meeting lists, flyers and reports; postage; telephone charges; public information; retreats

Pay rent monthly, or per current arrangement, to meeting space provider.

Send contribution of World Service (10% of monthly contributions from meetings)

Send contribution to Regions 6 per group conscience. Contribution shall be subtracted from general fund, not delegates fund.

Keep running totals of current year's retreat and sharathon expenses and include an itemized report in the treasurers report at the end of each event.

Prepare a monthly treasurer's report and provided 45 copies for distribution at monthly NHI meeting.

Prepare a quarterly treasurer's report to include a comparison to the yearly budget.

Prepare an annual report, with a comparison to budget, at years end.

Maintain treasurers record for NHI and for the tax accountant.

Submit all necessary documents to the tax accountant. These shall include monthly treasurers reports, monthly bank statements and checkbook register.

Transfer money to delegates fund as follows:

25% of monthly contributions (excluding anonymous)

50% of sharathon net profit

100% of ways and means expenses and income

Prepare an annual budget for next year.