

MOTION: The WSEA 92 Finance Committee proposes the following changes to the WSEA 92 Treasurer Position Description in the Area 92 Handbook updated October 2023.

MAKER OF THE MOTION: WSEA 92 Finance Committee

- 1) **6.5 WSEA 92 TREASURER** (Sentence #5 begins with “The Treasurer also serves as a finance Committee Member...”)

Current

The Treasurer also serves as the finance committee member and as WSEA 92 Treasurer is required to provide any requested information pertaining to the annual financial review to be conducted by the end of the first fiscal quarter. The financial review is prepared to reflect the findings and recommendations of the financial review committee. If no irregularities are found the report is dated and signed by all the members of the financial review committee, including the chair. The Financial Review Committee chair will present a final report to the body at the Spring Pre-Conference Assembly and a copy of the report will be filed with the year-end financial statements for the corresponding year.

Replace with

The Treasurer also serves as a finance committee member and as WSEA 92 Treasurer is required to provide any requested information pertaining to the annual financial audit to be conducted by the end of the first fiscal quarter. The audit is prepared to reflect the findings and recommendations of the audit committee. If no irregularities are found the report is dated and signed by the members of the audit committee. The Audit Committee Chairperson will present a final report to the body at the Spring Pre-Conference Assembly and a copy of the report will be filed with the year-end financial statements for the corresponding year.

- 2) **6.5 WSEA 92 TREASURER** (last section of Job Description, sentence #4 “As a reference...”)

Current

As a reference the Treasurer will refer to the “WSEA 92 Treasurer’s Monthly Guideline” for more complete detail of the management of WSEA 92 expenses and payments.

Replace with

As a reference, the Treasurer will refer to the “WSEA 92 Treasurer’s Monthly Timeline” for more complete detail of the management of WSEA 92 expenses and payments.

- 3) **6:5 WSEA 92 TREASURER** (add another qualification)

Addition

- *Previous experience as a member of the WSEA 92 Finance Committee is encouraged.*

4) **6.5 WSEA 92 TREASURER** (3rd bullet point under “Duties”)

Current

- Keep organized files of reimbursement forms with their attached receipts.

Replace with

- *Keep organized files of completed WSEA 92 Expense Reimbursement Forms with their attached receipts and mileage documentation.*

5) **6.5 WSEA 92 TREASURER** (last bullet point at the end of “Duties”)

Current

Responsible for retention of all financial records including annual reviews for a minimum of seven (7) full years.

Replace with

Responsible for retention of all financial records including annual audits for a minimum of seven (7) full years.

6) **6.5 WSEA 92 TREASURER** (5TH bullet point under “Duties”)

Current

Prepare the Budget of WSEA 92 finances by the April Assembly,

Replace with

Prepare the Budget of WSEA 92 finances for the next year by the October Assembly.

BACKGROUND

When the WSEA 92 Handbook was revised and passed by the body in its entirety, it was understood that some sections might need to be updated and that those proposed updates would be presented to the body as needed.

The change of the Budget due date from the April Assembly to the October Assembly will:

Bring the Handbook in line with the detailed Treasurer’s Monthly Timeline which states that

“September 15-30: Call the Alternate Treasurer and the Finance Committee to confirm their presence at the September Standing Committee Workshop in preparation of the yearly Budget. The finalized budget for the new year will be presented to the body at the October Assembly.”

This change will result in the budget for the next year being presented to the body at our last Assembly of the present year. As it is now, the Budget for the next year is presented three months into that year; after we have spent three months of the budget

and those expenditures have not been approved yet through the budget process. Spending without approval is contrary to the policy and procedures throughout the AA structure.

What happens if this motion passes?

The position description for the WSEA 92 Treasurer will more clearly define the treasurer responsibilities for those serving as Treasurer or those considering making themselves available for Treasurer.

What happens if this motion fails?

The WSEA 92 Handbook will remain vague and ambiguous in some areas of the WSEA 92 Treasurer position description. The timeline for the completion of the annual budget will remain April in the WSEA 92 Handbook, and October in the Treasurers detailed Monthly Timeline, leaving unclear, conflicting information, thereby allowing for the continuation of spending 7th Tradition funds with no oversight.

Final Motion passed 1/20/2024