

Bluegrass Intergroup – Meeting Treasurer Guidelines

- 1) Read and understand OA's policy on 7th tradition (Tradition 7 in the Twelve & Twelve) and its guidance on meeting self-support and group/meeting money traditions for groups and service bodies. The Intergroup Treasurer is available for questions or to ask for feedback for special situations. The pamphlet "Seventh Tradition of OA" and searching for 'treasurer' info on www.oa.org yields a lot of information on the topic as well for those who want a deep dive.
- 2) Keep collected meeting funds **separate** from personal cash and personal checking
 - a. Cash box – small cash box or index card box kept in a secure space OR
 - b. Local charity account at personal bank (for larger meetings)
- 3) Maintain a dated record of deposits and withdrawals along with the current balance so that any shortfalls are immediately evident. This can be a very simple dated list, like a check register or a similar list on an index card and is usually handwritten.
- 4) Recommend and discuss in a group conscience meeting the amount that should be kept as a "prudent reserve" or minimum amount to be kept on hand for literature, newcomer's packets, etc.
- 5) Recommend and discuss in a group conscience meeting the amount that should be given yearly for meeting space if donations are accepted by the church or organization that provides the group's meeting space. Ensure that this donation is made regularly (once a year usually). Bluegrass Intergroup recommends each group donate something for meeting space in order to demonstrate its responsibility to be self-supporting and to maintain a regular and friendly contact with the organization that is providing meeting space for the group.
- 6) Cash amounts which accumulate over the prudent reserve are excess funds and should be sent, at least once a year, to OA service bodies at the Intergroup, Region and World Service level for their work. The standard recommended percentages are:
 - a. 60% to the Bluegrass Intergroup (Check payable to Bluegrass Intergroup and send to Bluegrass Intergroup Treasurer, 232 Pindell Ct, Lexington, KY 40515)
 - b. 10% to OA Region 5 (donation form available from region5oa.org)
 - c. 30% to OA's World Service Organization (donation form available from oa.org)

Note: Each meeting that is listed on OA.org has a Meeting Number. This number is used on BOTH the Region 5 and WSO donation forms. For the Bluegrass IG, meeting day and time is sufficient. The meeting number is given next to each meeting when you search at www.oa.org for meetings in your area.

My group's Meeting Number is _____.