

Draft printed on 7/18/2009

## **Suggestions for Triangle OA Group Treasurers**

### ***7<sup>th</sup> Tradition: Every OA group ought to be fully self-supporting, declining outside contributions.***

There is no "right" way to manage your group's income or expenses. We suggest that your group create a system that is easy to use and easy to transfer to the next treasurer. A suggestion would be to discuss this during a group conscience. 'Guidelines for a Group Conscience Meeting' can be accessed at <https://www.oa.org/wp-content/uploads/groupconscience2.pdf>. (If you prefer a hardcopy of any of the OA WSO materials, please call 505-891-2664.)

### SEVENTH TRADITION OF OA PAMPHLET

A free pamphlet entitled 'Seventh Tradition of OA' is available from WSO at <https://www.oa.org/meetings/group-secretary-materials/>. This pamphlet provides useful information about how contributions are used and provides helpful suggestions about how to ensure that your group is following the Seventh Tradition.

### SETTING UP GROUP FINANCIAL ACCOUNT

#### CHECKING ACCOUNT

If you decide to open a group checking account, we suggest you request an EIN (employer identification number) from the IRS ([www.irs.gov](http://www.irs.gov)) for the checking account rather than use an individual member's social security number. There is an on-line application form you can fill out to receive an EIN immediately. The application form requests the type of organization (you can select Social or Savings Club under Additional Types of Organizations). The application form also requests a contact person. Once you obtain the EIN, it is nice to have the number printed on the group's checks.

#### CASH SYSTEM

A group checking account is not necessary. If your group chooses to use a cash system, you can use money orders to make contributions to our Triangle Intergroup, SOAR Region 8 and the World Service Office. Alternatively, someone from the group can write checks out of their personal account (though we suggest you use this method with caution).

### GROUP EXPENSES/PRUDENT RESERVE

Group expenses are normally rent paid for a meeting space and literature. Individual groups determine how much money to spend on literature and how often to place orders. Once the group's expenses are paid and a \*prudent reserve is established, it is recommended to make contributions to support the service structure (Triangle Intergroup 60%, SOAR Region 8 30% and WSO 10%) at least once a quarter.

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\*7<sup>th</sup> Tradition contributions from your group are strongly recommended to begin after the group has saved enough money for a prudent reserve which is generally three months of group expenses.

### TRIANGLE INTERGROUP

Your intergroup is funded from the donations of groups and the money is used to pay for the newsletter, a phone message service, printing, mailing costs, internet service, travel costs to send representatives to regional and world OA events and a post office box.

### TRIANGLE INTERGROUP'S ANNUAL BUDGET/TREASURER'S REPORT

The annual proposed intergroup budget is calculated by using the total contribution each group made the previous year. The Triangle Intergroup budget year begins January 1<sup>st</sup> to December 31<sup>st</sup>. If it becomes apparent that your group's current yearly contribution will be significantly more or less than the contribution of the previous year it will help the IG plan expenditures, if you contact the IG treasurer to make him/her aware of any anticipated windfall or shortfall at [treasurer@triangleoa.org](mailto:treasurer@triangleoa.org). In keeping with our traditions, the budgeted amount is an estimate of your contributions, not a requirement from Intergroup.

The Triangle Intergroup Treasurer's Report is published in the *Triangle OA Recovery Newsletter* every quarter. Please review this report to verify that your group contributions are being attributed correctly and also to verify your group's annual budgeted contribution to Intergroup. If your contributions are not being attributed correctly please contact the IG treasurer. If you use a check to make your contribution, please verify that your check clears in a timely manner. By verifying these transactions you will be helping the IG treasurer by providing an extra check on the accuracy of the report.

### CONTRIBUTIONS TO TRIANGLE INTERGROUP

When making a contribution to Triangle Intergroup please put the group number, location and meeting day and time on the checks you send so that your donations can be properly attributed.

(PLEASE NOTE: If you are a new group, your group will receive a group number once your meeting is registered with WSO. The Group Registration/Change Form can be accessed at <https://www.oa.org/meetings/group-secretary-materials/> by clicking link 'pdf of the Group Registration/Change Form'.)

The recommended 7<sup>th</sup> Tradition donations for OA groups are:

- 60% to Triangle Intergroup
- 30% to SOAR Region 8
- 10% to the World Service Office

The addresses are:

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Triangle Intergroup  
P.O. Box 20356  
Raleigh, NC 27619  
2009 IG treasurer - Watson McNeill  
[treasurer@triangleoa.org](mailto:treasurer@triangleoa.org)  
(919) 571-8330  
<http://www.triangleoa.org>

SOAR Region 8 Treasurer  
\*\*P.O.Box 1277  
Largo, Florida 33771  
[treasurer@oaregion8.org](mailto:treasurer@oaregion8.org)  
<http://www.oaregion8.org/>

(\*\*Please note that the mailing address for SOAR Region 8 changes every two years to a different state in the region. However, the email address does not change. The new mailing address can be received by emailing the Treasurer. You may want to confirm the correct address by emailing the Treasurer before you send your contribution.)

OA World Service Office  
P.O. Box 44020  
Rio Rancho, NM 87174-4020  
505-891-2664  
<http://www.oa.org>

Thank you for doing this valuable service!

Triangle Intergroup  
[intergroup@triangleoa.org](mailto:intergroup@triangleoa.org)

**Our Responsibility Pledge:**

*"Always to extend the hand and heart of OA to all who share my compulsion – for this I am responsible."*