

**Southern Alberta Area of Cocaine Anonymous
SABA C.A.**

SERVICE GUIDE



ALTERNATE TREASURER

Requirements

Three years continuous sobriety
One year of active service in C.A.
Gainfully employed and/or financially stable

Term

Two year commitment

Attendance

- In order to maintain one's service position one must not miss two (2) consecutive SABA meetings (or more than 25% of the meetings in one's term) and must submit one's written report regardless of attendance/absence
- Attendance is defined as being physically present at the SABA business meeting with a written report ready to be given to the SABA body
- Either the Treasurer or Alternate Treasurer must be present at every SABA business meeting
- Defaulting on attendance requirements will result in dismissal from one's service position

Responsibilities

- The Alternate Treasurer performs the following duties in cooperation with the Treasurer:
 - Receives and deposits financial contributions from SABA meetings and events
 - Keeps an accurate bookkeeping system
 - Maintains SABA bank account(s) with cheques requiring two signatures
 - Gives financial report at each SABA meeting
 - Submits a line-item budget proposal of SABA expenses for the next 6 months, bi-annually, as part of their report, by the business meeting closest to January 1st and June 1st of each year, to be approved by the SABA
 - Timely filings with regulatory agencies, if applicable
 - Pays all SABA expenses by providing cheques to individuals requesting payment, as approved by the area service body
 - Receives contributions for SABA from Districts and passes on said contributions to World Services
 - Follows the area guidelines as contained in the *Financial Guidelines for Groups, Districts, and Areas*

Helpful Resources

- Cocaine Anonymous World Services (CAWS) *Financial Guidelines for Groups, Districts, and Areas*

<https://ca.org/content/uploads/2015/04/WSC-Finance-Committee-Guidelines.pdf>

The CAWS Financial Guidelines for Groups, Districts, and Areas can also be found on the SABA C.A. Google Group mentioned below.

- SABA C.A. Google Group, accessible via the SABA C.A. Alternate Treasurer's designated email

sabaca.alt.treasurer@gmail.com

- Previous 6-month line item budgets for SABA C.A. can be found on the SABA C.A. Google Group mentioned above

In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.

The information contained within this Service Guide is derived from the CAWS "World Service Manual" and the SABA "Structure, Bylaws, and Standing Rules". This Service Guide is intended for Southern Alberta Area-level service members. Districts and Groups are at liberty to use this Service Guide or adapt it as they see fit, but they are not obligated to use this Service Guide as each level of service is considered autonomous.