

Central Office Board of Directors

Treasurer

- Recommended Sobriety 5 Years
- Reconcile bank statement to accounting software.
- Write checks and pay bills during the last week of the month.
This includes, but not limited to: Rent (\$380) , Answering Service (\$115.50), Comcast (fluctuates, approx. \$114.50),
- Pay Sales Tax every January
- Pay Insurance premiums (currently do not have insurance).
- Set limits for literature purchases.
- Create Central Office Accounting Snapshot at the end of each month.
- Generate latest and on-going update Item Sales Detailed Report
- Create expenses and deposits report for the month.
- Attend and report financial status to IGR committee.
- Provide ISDR to Office Coordinator and Newsletter Editor.
- Interact with IGR members, provide any and all information as needed, and provide approved funding to whatever committees require.

Added and revised 9/2/17 by vote of IGR Steering Committee
Bill amounts update 6/6/21 by Treasurer Pro Tem