



CA London Area Guidance for Groups – How to manage treasury donations

C.A.'s 7th Tradition reads as follows: "Every C.A. group ought to be fully self-supporting, declining outside contributions.

This guidance is intended to provide practical help for groups and their treasurers in collecting, safeguarding and managing the funds they collect from Tradition 7 donations. It should be read in conjunction with the existing help provided within the fellowship.

Voting in a treasurer

1. Group members should make sure that any prospective treasurer is clear on the role they are taking on and that the suggested clean time and other requirements are given consideration.
2. The new treasurer should be given a handover from the outgoing treasurer and all funds transferred to them.
3. A new treasurer may benefit from reading the following guidance:
 - a. <https://ca-london.org/about/literature/the-7th-tradition/>
 - b. CA World Financial Guidelines <https://ca.org/service/service-document-downloads/>

The Treasury announcement

The following suggestion may be read:

"In CA we practice tradition 7, which states that we are fully self-supporting through our own contributions. Please remain quietly seated whilst we pass the pot around.

The pot is where spirituality and money mix. 7th tradition contributions support CA's primary purpose by paying meeting expenses such as rent, literature, tea & coffee and keyrings. Leftover money is then passed on to our District, Area and CA World Services to maintain our websites, publish and translate literature, provide key rings and so much more, enabling C.A to grow and flourish in London and around the world. Remember, when you put money in the pot you are helping carry the message to the addict who still suffers."

Treasury quick tips

It is not practical or feasible for a CA group to open a bank account and so it is accepted that the group treasurer will need to hold the group funds in their own personal bank account. Some tips for managing the group funds include:

1. Holding the funds in a separate account away from your current account.
2. Producing a bank statement to support the treasury report.
3. Creating a QR code for cashless donations
4. Counting the cash donations at the end of the meeting with a second member of the committee.
5. Using a spreadsheet (such as the London template) to maintain a record of funds in and out and to share as a report.
6. Ensure the group holds only a prudent reserve suggested as 2 months running costs. Excess funds should be donated 70% to District, 30% to World.
7. NEVER borrow money from the group funds.
8. Only make payments that have been agreed at a Group Conscience.
9. Make sure receipts are received from other group committee members before payments are made, eg. literature, teas coffees and refreshments.



From CA World Service Manual

Group Treasurer

Suggested sobriety time: One Year

Suggested prior service time: Six Months

Term: One Year

Gainfully employed and/or financially solvent.

Duties and Responsibilities:

1. Keeps an accurate bookkeeping system. (See the "Group Treasurer's Record" form located in the Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous. Pages 6-8)
2. When applicable, maintains Group bank account(s) with checks requiring two signatures.
3. Gives financial reports to the Group regularly.
4. Pays all Group expenses.
5. Passes on contributions to the District/Area and/or the World Service Office.
6. Collects and documents 7th Tradition money.