



‡According to the Fourth Tradition, each group is autonomous except in matters affecting CMA as a whole. Therefore, it's up to each group to decide how to use its money, but many CMA groups follow these suggested guidelines:

- Groups in areas with three levels of service structure typically give 50 percent to their District or Intergroup, 30 percent to their Area, and 20 percent to the GSO.
- Groups in areas with two levels of service structure usually send 75 percent to Area or Intergroup and 25 percent to the GSO.
- Groups in areas with one level of service structure just give 100 percent to the GSO.



CMA Interim Approved Literature
The General Service Committee has approved this literature to be used widely by the fellowship, and encourages feedback and comment so that it may be considered in the future for approval by the General Service Conference.

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THE GROUP TREASURER

Crystal Meth Anonymous

KEEPING THE GROUP SELF SUSTAINING THROUGH
THE SEVENTH TRADITION.



The Group Treasurer

The pamphlet “What is the Seventh Tradition?” answers many of the questions about how and why Crystal Meth Anonymous is self-supporting. Each CMA group is autonomous; being self-supporting through its members’ Seventh Tradition contributions is essential to maintaining that autonomy. Proper management of the group’s finances helps ensure that the group can support itself and manage its expenses with integrity, and is able to afford a safe place to carry the message to the addict who still suffers. The group treasurer is the trusted servant responsible for handling the group’s financial contributions, expenses, assets, and liabilities. In addition, the group treasurer plays an important role in the CMA service structure, supporting both the individual group and CMA as a whole.

The following are a set of suggestions based upon our fellowship’s experience to guide the group treasurer in fulfilling their service commitment. Some groups lacking the support of an established service structure may not need to apply all these suggestions, while other groups may need more guidance. Additional resources can be found at crystallmeth.org. Experienced members of the fellowship, including members of local meetings and service groups, may be able to provide additional guidance relating to group treasurer responsibilities.

What are the requirements and responsibilities of the group treasurer?

Based upon the experience of the fellowship, it is suggested that the group treasurer have at least one year (and preferably two years) of continuous sobriety and have a working experience of the Twelve Steps and Twelve Traditions of CMA. To hold this service commitment, many groups require that the group treasurer be employed or have

a primary source of income. Limiting the term of service for the group treasurer as determined by the group’s conscience is also recommended.

The main responsibilities of the group treasurer include the collection, safekeeping, and disbursement of funds. Maintaining a file of documents pertaining to group operations, which may include treasurer reports, statements, and contracts, is suggested. A group that is connected to a more robust service structure might consider opening a bank account. Regardless, all financial transactions should be well-documented and reports should be presented at group business or group conscience meetings.

What is a treasurer report? Why should they be prepared and presented?

Integrity, transparency and accountability are guiding principles for the group treasurer to provide a clear picture of the group’s financial state. The group treasurer is encouraged to prepare monthly and annual financial reports to be shared openly with the group at regularly scheduled business meetings. A treasurer report should document income, such as the Seventh Tradition collection and literature sales, and various expenses which may include rent, chips, and literature. The report should also help group members make informed decisions regarding distribution of funds in line with its financial well-being.

How should the money be safeguarded?

Safeguarding the Seventh Tradition funds is imperative because this money pays for group expenses. Whether the money is kept in a bank account or alternate safe place, providing transparency and accountability helps safeguard the group’s money. This includes establishing a policy so that no one

person has sole access to the group’s assets, if possible. That way, if the unforeseen were to occur, access to the group’s funds would not be hindered.

What is a prudent reserve? Why should a group have one?

A prudent reserve is an amount of money put aside for use in extraordinary circumstances to ensure the group remains open for the newcomer. The prudent reserve allows a meeting to continue to operate and carry its message when contributions are lower or if, for some reason, expenses increase dramatically. Each group has the autonomy to set its own guidelines; however, an amount covering three months of operating expenses is used by many CMA groups. Our experience shows that these funds should remain relatively small to prevent groups from being distracted from their primary purpose.

How should disbursement of group funds be handled?

The group treasurer first pays for the group’s approved operating expenses and maintains its prudent reserve. Tracking payment information and keeping receipts is recommended, as is paying bills in a timely fashion. Any money beyond the prudent reserve may be distributed to intergroups and to the CMA service structure, as suggested in the “What is the Seventh Tradition” pamphlet (see below). However, the distribution of funds and policy regarding contributions to other levels of the service structure should be voted on at business meetings and affirmed by group conscience.