

THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, PHASE 3

I. GENERAL POLICIES & PROCEDURES

A. FINANCIAL:

1. The Treasurer for the Board will also serve as the Treasurer for the IBF Group.
2. The IBF will provide a bond for the Treasurer.
3. The IBF will maintain at least two bank accounts, one as an operating account (“unrestricted cash”) and one as a Prudent Reserve account (“restricted cash”). The amount in the Prudent Reserve account to be between 6-12 months’ worth of normal operating expenses for the previous year, the multiple to be determined annually by the Business Group when approving the upcoming year’s budget & based on current circumstances. The amount in the Operating account to be between 2-3 months’ worth of normal operating expenses, the multiple to be determined annually by the Business Group when approving the upcoming year’s budget, based on current circumstances. The accounts will be reviewed regularly, and the Board will make any needed transfers to conform to budget guidelines to maintain the Prudent Reserve level.
4. Transaction access to the Prudent Reserve account will be locked, except to two members of the Board who are not the Treasurer, both of whom must authorize transactions.
5. The Operating Account will be set up so notification of payments in excess of \$200 will be sent electronically to a designated Board member.
6. Seventh Tradition distributions will be reviewed quarterly by the Business Group & disbursed from the operating account. Distributions will only be made when combined cash on hand exceeds the reserve recommendations above and cannot reduce the reserve to below their recommended levels. Distribution percentages to service entities will be determined annually during the budget approval by the Business Group.
7. Online bank access to view transactions will be given to all members of Board; a designated Board member will review the bank account weekly to ensure all payments are authorized.
8. The Cash Deposits Coordinator will make deposits to the bank at least weekly; amounts deposited will be cross-referenced by the Treasurer with the totals listed in the Bartender’s ledger and on the envelopes. A copy of the deposit slips will be given to the Treasurer who will cross check them with the bank records. Discrepancies will be immediately forwarded to the Board for resolution.
9. All transactions (income and expenses) will be recorded *at the time they occur* (not when posted to the bank account). All payments, except for distributions to service entities, must be documented by an invoice or receipt.
10. No unbudgeted transactions will be made without prior approval of the Board.
11. The Treasurer will compile a monthly Financial Report for presentation to the Business Group and the Board. A copy of the monthly bank statement will be forwarded to the Board with the monthly Financial Report.
12. A CPA specializing in non-profit organizations will be engaged to prepare taxes & to review compliance with standard accounting procedures and local, State & Federal filing requirements.
13. Stipend payments for Bartenders in excess of \$600/year will be reported annually on form 1099-NEC. [More discussion needed.](#)
14. An annual budget proposal will be prepared by the Treasurer to be submitted to the Steering Committee for consideration at its November meeting. The budget proposal will be forwarded, with any recommended changes to the Business Group for approval at its December meeting.

- B. BAR OPERATIONS & JANITORIAL SERVICES:** All Bar operations and Janitorial services will be handled by the Board of Trustees [per the long form of Tradition Six “AA groups do not go into business”]. The Board may take recommendations from the Business Group, but all decisions regarding hiring, firing, compensation, hours, and oversight will be made by the Board. The Board is responsible for any reporting to government agencies on wages, status, etc.

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1. **DAY BARTENDERS:** The Day Bartender is a voluntary position which may receive a 'nominal fee' or stipend, provided that (1) the volunteer would perform their services regardless of payment, (2) the payment is not tied to productivity, (3) the volunteer works less than 30 hours/week, and (4) the nominal payment does not exceed 20% of a normal salary to perform the duties.
Responsibilities: Opens location; prepares coffee & puts out all coffee supplies; keeps Bar and kitchen area clean & sanitary; ensures bathroom is fully stocked w/ supplies, notifies supply coordinator when supplies are low; answers phones; receives mail & forwards to appropriate recipient; handles White Board postings; records Bar sales receipts; handles & records literature sales (books, meeting schedules & pamphlets) & coordinates with literature Chair; collects & records meeting contribution envelopes; balances & reconciles ledger; closes out shift; handles incidents, completes incident report & notifies Trustees; ensures Code of Conduct is observed; trains Nighttime bartenders; communicates with Board on any updates or issues of concern.
Requirements: at discretion of Board
Term of Office: at discretion of Board
2. **NIGHT BARTENDERS:** The Night Bartender is a voluntary position which does not receive a "nominal fee" or stipend.
Responsibilities: modified responsibilities of Daytime Bartender; empties & removes garbage; puts away all supplies, cleans coffee pots & surfaces; closes out shift; ensures premises are vacant and secure at end of shift.
Requirements: at discretion of Board
Term of Office: at discretion of Board
3. **BARTENDER COORDINATOR: [held by Trustee]**
Responsibilities: Recruits bartenders and arranges schedule; handles cancels or no-show; facilitates changes of Bartender duties based on complaints or service problems.
4. **JANITORS:** Janitorial services may be engaged by the Board as contract services, not as employees. The Board is responsible for any reporting to government agencies on payments.