UKG25

Guidelines

This document explains the specific legal requirements in Eire.

Group Finance in Eire

This document is an explanation of the legal requirements for managing Group finances. Following these instructions will safeguard the Group against any charge of financial misconduct. If any Group fails to comply with these specific legal requirements, they may be de-registered. Contact the Area Delegate for further information.

On 12th August 2019 a new company, Al-Anon Family Groups Company Limited by Guarantee (CLG) was incorporated in order to comply with Irish charity law. Groups in Eire are still part of the UK & Eire Service Structure but for legal and regulatory purposes they are part of Al-Anon Family Groups CLG and must keep financial information in a more formal way.

All Groups in Eire must comply with the strict financial regulations that all Irish Charities adhere to. Our legal advice is:

"The Board of Al-Anon Family Groups CLG would need to have a clearly established process in place governing how contributions are accounted for, held, managed and transferred onwards and ensure that everyone receives appropriate training. From a regulatory point of view, the Board must be able to show that it has robust processes in place that ensure that any funds which are contributed by members are fully accounted for and there is a complete transparency regarding what is received, how it is spent and what is transmitted to Area. Ultimately the Board needs to be able to stand over its processes and procedures and show that any issue or problem arising is not a failure of processes and procedures but a failure on the part of the relevant individual or Group to follow the processes and procedures."

It is important to understand that any mismanagement of finances by a Group will reflect on the Company, and the Board of Al-Anon Family Groups CLG may be held legally accountable. It is for this reason that we need to ensure all Groups in Eire follow the same financial processes.

Online and in-person Groups have the same legal responsibilities and must keep a record of all income and expenditure.

Training regarding Group Finances must be held at Group level during the handover from one Treasurer to another.

Area Delegates and/or Area Treasurers should ensure that Group and Area financial processes are discussed regularly at Area Assemblies in order that all Group Treasurers understand the importance of good financial record keeping. It should, therefore, routinely appear as an agenda item.

District Meetings and Area Assemblies must record in their minutes what funds are received, from which Groups and how they are spent. A copy of Area Minutes should be sent to GSO where they will be stored for seven years.

7 YEARS

Family Groups Ltd cannot accept donations from Groups in Eire. Group donations are made to Al-Anon Family Groups CLG. Contact GSO for bank details.

Personal donations made by an individual directly to District, Area, AFG CLG or GSO for the General Fund do not need to be recorded by the Group Treasurer.

In-person Groups
Groups must record donations and expenses in the UK121 *Group Treasurer's Record Book* which ensures that good record keeping and accounting is practised consistently across the country:

- Donations received at each meeting are recorded.
- Cash donations are checked by two people.
- Group expenses are carefully recorded.
- A record of Group Conscience meetings regarding finances is documented.

At the back of the UK121 *Group Treasurer's Record Book*, there are pages in which the Group decisions are recorded on the contributions to District and Area, and the transfer of surplus funds to Al-Anon Family Groups CLG.

The Group should return the booklet to GSO

for safekeeping with the Annual Record Check form. This booklet is kept safe for seven years so it can be produced, if requested, for audit by the Charity Regulator.

Online Groups
The Treasurer is a member resident in Eire who collects Tradition Seven donations and prepares a monthly or quarterly Treasurer's report. A record of Group Conscience meetings regarding finances is documented. The monthly or quarterly bank statements are printed and signed by the Treasurer. The Group should return the signed statements to GSO for safekeeping with the Annual Record Check form. They are kept safe for seven years so they can be produced, if requested, for audit by the Charity Regulator.

Any donations made directly to the Group, pay for Group expenses such as an online platform subscription or postage costs.

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