

The L.I.F.E. Group Treasurer is dedicated to managing the group finances to further the group's growth and development.

## Investing in Healing:

When we pay for something, we tend to assign more value to it. The same is true with a financial investment from group members. Group members that make a meaningful contribution each week attend more regularly, work harder during the week to complete assignments, and participate more in group discussions.

Explain to new members and remind the group each month that financial contributions keep the group running and, most importantly, growing! Also, remind them that the group was there for them because others had invested in the group and L.I.F.E. Ministries. Had it not been their investment, the help that was needed may not have been there. This points out that they are reaping the benefits of others that invested in the future of this group and the ministry. They can see how their contribution can reach beyond themselves to help others.

Each week, pass an envelope and collect the contributions for that week.

bring a  
gift in  
proportion  
to the way  
the Lord your God  
has blessed you  
Deuteronomy 16:17

## Distribution of Finances:

The group finances pay for copies of handouts, coffee and snacks, perhaps a donation to your host facility for the space they provide, and other operating expenses.

L.I.F.E. Ministries Headquarters operates on Giving Back Contributions from groups like yours. Just like your group members contribute to keep the group running

*continued on reverse*

# TREASURER

## To the Facilitator:

Keep this sheet in your Group Binder for future distribution. Accompanying forms include the Giving Back Contribution Worksheet, Group Ledger Sheet.

When seeking a Group Treasurer, keep in mind the level of recovery of the nominees. We do not want a new-comer to the group to become the treasurer in case they quit attending. We also do not want to elect someone that has lost a lot of money due to their addiction, the enemy may use this person's addiction to drain your group of financial resources.

Deliver this worksheet, supplies (or money for supplies), and accompanying forms to the new Treasurer.

## Keys to Success:

Ensure that all group members understand the importance of financial investment in healing.

Ensure that all group members understand where finances are going.

Monitor and execute all purchases for the group.

Stay accountable by having the facilitator review the group ledger each month.

Report finances to the group each month.

## Supplies Needed:

1/2" to 1" 3-ring binder, divider tabs (Ledger, Orders, Wishlist, Scholarship Ledger, Giving Back Contribution Worksheets), cash bag, bank account (optional)

## Notes:

*continued from reverse*

and growing, your group's contribution to Headquarters keeps this ministry running and growing - workbook revisions, support initiatives, community building, outreach efforts, and day-to-day operations.

Please refer to the Contribution Worksheet (available at [www.freedomeveryday.org/community/grouproles/treasurer](http://www.freedomeveryday.org/community/grouproles/treasurer)) to calculate your Giving Back Contribution to L.I.F.E. each month. You can mail a check or make the contribution online. Keep in mind that these contributions can set up your group as a L.I.F.E. Partner earning you discounts, access to archives on our website, previews of resources, and input to ministry development.

### Group Purchases:

It is your responsibility to make or monitor all group purchases. When more workbooks or other resources are needed, you will make the purchase and record it in a ledger for the group. If John usually picks up the donuts, re-imburse him from group funds (keeping the receipt of course).

### Ledger Audit:

Each month, offer the ledger to the group facilitator for review. This keeps you accountable making the other group members feel that their money is safe with you.

### Monthly Report:

Each month, report to the group where they stand financially. If there was not enough money to cover expenses, let them know. If there is an overage or excess of funds, lead them in conversation and determine what they would like to do with the funds. Some ideas include: purchasing DVDs to use at a meeting, purchasing CDs to circulate in the group, creating a scholarship fund so that those in financial need can get a workbook, send your facilitator to advanced training.

For more information, updates, helpful tips, and email support with Headquarters, please visit  
[www.freedomeveryday.org/community/grouproles/treasurer](http://www.freedomeveryday.org/community/grouproles/treasurer)

# Contribution Worksheet

Month/Year: \_\_\_\_/\_\_\_\_



GID#: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Group Type: \_\_\_\_ Men \_\_\_\_ Spouse \_\_\_\_ Women \_\_\_\_ Young Men

City, State: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

## Week 1

Group Members Present: \_\_\_\_\_

How many contributed? \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ ÷ 2 = \$ \_\_\_\_\_

## Week 2

Group Members Present: \_\_\_\_\_

How many contributed? \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ ÷ 2 = \$ \_\_\_\_\_

## Week 3

Group Members Present: \_\_\_\_\_

How many contributed? \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ ÷ 2 = \$ \_\_\_\_\_

## Week 4

Group Members Present: \_\_\_\_\_

How many contributed? \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ ÷ 2 = \$ \_\_\_\_\_

## Week 5

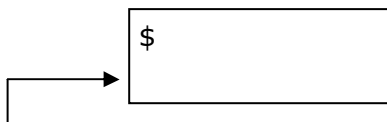
Group Members Present: \_\_\_\_\_

How many contributed? \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ ÷ 2 = \$ \_\_\_\_\_

Use for Group Expenses

**Total Collected:** \$ \_\_\_\_\_ ÷ 2 = \$ \_\_\_\_\_



Please return this amount to L.I.F.E. Ministries, with a copy of this Worksheet, to L.I.F.E. Ministries, PO Box 952317, Lake Mary, FL, 32795. If the recommended amount to send back to L.I.F.E. is \$50 or more, or you make it \$50 or more, your Support Group can be a L.I.F.E. Partner Group. You will be eligible to receive discounts on resources, and other Partner benefits. Visit [www.FreedomEveryday.org/partners](http://www.FreedomEveryday.org/partners) for more information.

Thank you for Giving Back! Your group's **investment in L.I.F.E. Ministries** is used to provide more resources to groups like yours as well as reach out to those hurting.

