



NCCAA Conference Host Committee Guidelines

HOST COMMITTEE TREASURER

The Host Committee Treasurer for the conference should select two assistants to help count monies collected in a separate locked room. The Host Committee Treasurer will assist the NCCAA Treasurer to:

Work out procedures, prior to the conference, with Chairpersons of Registration, Free Drawing, 8th Tradition, and Marathon meetings for the efficient, timely, and safe transfer of monies, Collecting all monies from Registration, Free Drawing, 7th Tradition for NCCAA, General Service, H&I and Marathon meetings (and Snack Bar and Literature if they are a part of the conference), Account for all collections by time of drop and by category.

The Host Committee Treasurer should request all retailers to bill the NCCAA directly for such things as flowers whenever possible. Most expenses can be paid at the conference site during the conference.

Obtain receipts for all cash disbursements. In order for bills to be paid or expenses reimbursed, they must be pre-approved by the NCCAA Chairperson and the receipt provided by the business establishment where the merchandise was purchased must be turned over to the NCCAA Treasurer—no receipts no reimbursement.