



**Narcotics
Anonymous.**

Group Treasurer's Workbook

This is an excerpt of the *Treasurer's Handbook* as adopted by the World Service Conference in 1985. It contains those parts specifically intended for use by group treasurers. The complete handbook can be obtained from the World Service Office at the address below.



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THE TWELVE STEPS OF NARCOTICS ANONYMOUS.

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

GROUP TREASURER'S WORKBOOK

INTRODUCTION

In today's world, it is impossible to carry the message of Narcotics Anonymous without the availability of sufficient funds. It costs money to print literature and distribute it, to have hotlines and other services which connect the newcomer to us, and to staff service centers.

The moment the member's hard-earned money is dropped in the basket at a meeting, our responsibility as trusted servants begins. It is incumbent upon us to do everything possible to see that the money is used wisely, cared for judiciously, and that a prudent reserve is kept for the following month's expenses. When that has been accomplished, we suggest that the group forward the balance to the next level of service. In the case of a group, this would mean transferring funds to the area service committee. In the case of an area service committee, this would mean transferring funds to the regional service committee, and in the case of a regional service committee, it would mean transferring funds to the World Service Conference. If you are not part of an area service committee or a regional service committee at this time, it is suggested that you apply the same principle and forward your funds directly to the WSC.

GUIDELINES FOR THE GROUP AND ITS TREASURER

We suggest that your group treasurer have a minimum of six (6) months continuous abstinence from all drugs. If this is not possible, then we would suggest that your group try to pick a person who is the best qualified, through his/her experience, to be responsible for the funds of your group. When this is done, try not to abandon the treasurer, remember he/she cannot do it alone.

It is a good idea for the group's treasurer, or whoever empties the basket, to have another member count the collection and initial and date a receipt so that there is a check against error.

Do not borrow funds from the group. Our experience tells us that those treasurers who make this a practice tend not to return the funds and many of them leave the Fellowship.

It is not a good idea to spend the group's funds for anything, without first consulting the group through the regular business meeting.

We suggest that you open a bank account and we strongly recommend that you have more than one signature on your bank account. This is to protect your funds and to help your treasurer be accountable to the Fellowship he/she serves. If it is not feasible to have a bank account, we suggest that the treasurer account regularly to another officer (GSR preferably) in order to be accountable to the group members. It is further suggested that your funds be incorporated with your ASC's funds, thus protecting them while still making them available for your use.

Your group should keep a "prudent reserve." This is an amount approximately equal to one month's group expenses for such things as rent, literature and coffee. Remember our Fifth Tradition, "Each group has but one primary purpose—to carry the message to the addict who still suffers." Let your funds flow to the next level of service. Do not divert us from our primary purpose by hoarding funds.

There should be only one person handling the funds in your group, preferably the treasurer.

It is vital that every treasurer hand over his/her records to his/her successor, in order to preserve much needed continuity and history.

PROCEDURES FOR ACCURATE GROUP RECORD KEEPING

Each group with sufficient funds should have its own checking account. If the group chooses not to have a checking account, receipts should be used each time cash is received or paid out. Groups without checking accounts should use money orders for their expenses and donations.

A Check Register, which may also be used for cash and money orders, should be kept up-to-date at all times. Otherwise, it will become very time consuming. The Check Register should be reconciled with the bank statement monthly so that a correct balance can be maintained. If the Check Register is not neat and kept up-to-date, straightening it out will be a very difficult job. When it is kept up-to-date and written neatly, maintaining it will only take a few minutes each month.

- I. Filling in the Group Register Form: The following procedure for preparing a Check Register should be repeated each month.
 - A. Beginning balance (Line 1): This will be the beginning balance for the first day of the month. Enter the date and go over to the "balance" column and enter the amount of the beginning balance. The ending balance for one month becomes the beginning balance for the following month.
 - B. Procedure for entering checks: When entering the check, enter the date of the check in the "date" column, the payee and the purpose of the check in the "description and purpose" column, the check number and the amount of the check in the "check number" and "amount" columns. Subtract the amount of the check from the previous balance to arrive at the current balance.
 - C. Procedure for entering deposits: Enter the date of the deposit in the "date" column, state where the money came from under the "description and purpose" column, and enter the amount of the deposit under the "deposit" column. Add the amount of the deposit to the previous balance and enter the total under "balance."
- II. Procedure for reconciling the Group Check Register Form to the bank statement:

This must be done monthly. When the treasurer receives the bank statement, he/she should reconcile it with the check register as soon as possible. Doing this each month will ensure a correct balance for the account and any mathematical errors will be found. The attached Bank Statement Reconciliation Form provides simple, step-by-step instructions.
- III. Record keeping without a checking account.

Groups that choose not to use checking accounts may use the same record system and form included in this handbook. The use of money orders for group expenses and donations may be helpful.
- IV. Group financial reporting.

The group should receive a financial report at least monthly. This responsibility is too often overlooked. A written report based upon the Group Financial Report Form included in these guidelines is recommended. Some of the information contained in this report can be taken from the Group Check Register Form.

GROUP CHECK REGISTER FORM

NAME OF GROUP _____ CHECK REGISTER DATES COVERED _____ TO _____

DATE:	DESCRIPTION AND PURPOSE	CHECK NO.	AMOUNT	DEPOSIT	BALANCE
1	BEGINNING BALANCE				
2					
3					
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39					
40					
41	TOTALS				

GROUP CHECK REGISTER FORM

NAME OF GROUP _____ CHECK REGISTER DATES COVERED _____ TO _____

DATE:	DESCRIPTION AND PURPOSE	CHECK NO.	AMOUNT	DEPOSIT	BALANCE
1	BEGINNING BALANCE				
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37					
38					
39					
40					
41	TOTALS				

GROUP CHECK REGISTER FORM

NAME OF GROUP _____

CHECK REGISTER
DATES COVERED _____

TO _____

DATE:	DESCRIPTION AND PURPOSE	CHECK NO.	AMOUNT	DEPOSIT	BALANCE
1	BEGINNING BALANCE				
2					
3					
4					
5					
6					
7					
8					
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11					
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13					
14					
15					
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37					
38					
39					
40					
41	TOTALS				

GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH: \$ _____

Secretary _____ Treasurer _____ G.S.R. _____
 Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____		Newcomers _____	
Leader/Chairperson _____		Attendance (Total) _____	
Old Balance	\$ _____	Financial Credits	Collection \$ _____
Income	_____		Other Income _____
Subtotal	_____		Total Income _____
Expenses	_____	Debts	Rent _____
New Balance	_____		Literature _____
			Refreshments _____
			Total Expenses _____

Date _____		Newcomers _____	
Leader/Chairperson _____		Attendance (Total) _____	
Old Balance	\$ _____	Financial Credits	Collection \$ _____
Income	_____		Other Income _____
Subtotal	_____		Total Income _____
Expenses	_____	Debts	Rent _____
New Balance	_____		Literature _____
			Refreshments _____
			Total Expenses _____

MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR G.S.R. REPORT TO THE AREA

BEGINNING BALANCE (Ending Balance from last month): \$ _____

INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending _____

- | | | |
|---|----|-------|
| <p>A. Bank statement balance
(ending balance on your current bank statement)</p> | \$ | _____ |
| <p>B. Deposits "in transit"
(Total of all deposits made which have <i>not</i> yet cleared the bank. Those that were <i>not</i> included in the bank statement. A checkmark should be made on the Check Register Form by deposits that <i>have</i> cleared the bank to aid in locating these each month.)</p> | \$ | _____ |
| <p>C. Add the answers to steps A and B above</p> | \$ | _____ |
| <p>D. Checks "outstanding"
(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)</p> | \$ | _____ |
| <p>E. Ending balance
(Subtract D from C above. This should equal the balance in your Register as of the date listed above.)</p> | \$ | _____ |

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register Form.
2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.
3. A mathematical error in steps A through E above.
4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form.

GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH: \$ _____

Secretary _____ Treasurer _____ G.S.R. _____
 Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

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BEGINNING BALANCE (Ending Balance from last month): \$ _____

INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

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|--|----|-------|
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| <p>C. Add the answers to steps A and B above</p> | \$ | _____ |
| <p>D. Checks "outstanding"</p> <p>(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)</p> | \$ | _____ |
| <p>E. Ending balance</p> <p>(Subtract D from C above. This should equal the balance in your Register as of the date listed above.)</p> | \$ | _____ |

If those figures don't match exactly, one of the following mistakes may have occurred:

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Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.

Date _____		Newcomers _____	
Leader/Chairperson _____		Attendance (Total) _____	
Old Balance	\$ _____	Financial Credits	Collection \$ _____
Income	_____		Other Income _____
Subtotal	_____		Total Income _____
Expenses	_____	Debts	Rent _____
New Balance	_____		Literature _____
			Refreshments _____
			Total Expenses _____

Date _____		Newcomers _____	
Leader/Chairperson _____		Attendance (Total) _____	
Old Balance	\$ _____	Financial Credits	Collection \$ _____
Income	_____		Other Income _____
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New Balance	_____		Literature _____
			Refreshments _____
			Total Expenses _____

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BEGINNING BALANCE (Ending Balance from last month): \$ _____

INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

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- | | | |
|--|----|-------|
| <p>A. Bank statement balance</p> <p>(ending balance on your current bank statement)</p> | \$ | _____ |
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| <p>C. Add the answers to steps A and B above</p> | \$ | _____ |
| <p>D. Checks "outstanding"</p> <p>(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)</p> | \$ | _____ |
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Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
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Income _____		Other Income _____
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Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
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		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
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		Total Expenses _____

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INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

BANK STATEMENT RECONCILIATION FORM

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<p>A. Bank statement balance</p> <p>(ending balance on your current bank statement)</p>	\$	_____
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<p>C. Add the answers to steps A and B above</p>	\$	_____
<p>D. Checks "outstanding"</p> <p>(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)</p>	\$	_____
<p>E. Ending balance</p> <p>(Subtract D from C above. This should equal the balance in your Register as of the date listed above.)</p>	\$	_____

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Old Balance \$ _____	Financial Credits	Collection	\$ _____
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Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
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New Balance _____		Literature	_____
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		Total Expenses	_____

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Date _____			Newcomers _____
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Old Balance	\$ _____	Financial Credits	Collection \$ _____
Income	_____		Other Income _____
Subtotal	_____		Total Income _____
Expenses	_____	Debts	Rent _____
New Balance	_____		Literature _____
			Refreshments _____
			Total Expenses _____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance	\$ _____	Financial Credits	Collection \$ _____
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New Balance	_____		Literature _____
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INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

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Checking account reconciliation for the month ending _____

A. Bank statement balance (ending balance on your current bank statement)	\$	
B. Deposits "in transit" (Total of all deposits made which have <i>not</i> yet cleared the bank. Those that were <i>not</i> included in the bank statement. A checkmark should be made on the Check Register Form by deposits that <i>have</i> cleared the bank to aid in locating these each month.)	\$	
C. Add the answers to steps A and B above	\$	
D. Checks "outstanding" (Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)	\$	
E. Ending balance (Subtract D from C above. This should equal the balance in your Register as of the date listed above.)	\$	

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register Form.
2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.
3. A mathematical error in steps A through E above.
4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form.

GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH: \$ _____

Secretary _____ Treasurer _____ G.S.R. _____
 Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR G.S.R. REPORT TO THE AREA

BEGINNING BALANCE (Ending Balance from last month): \$ _____

INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending _____

- | | | |
|---|----|-------|
| <p>A. Bank statement balance
(ending balance on your current bank statement)</p> | \$ | _____ |
| <p>B. Deposits "in transit"
(Total of all deposits made which have <i>not</i> yet cleared the bank. Those that were <i>not</i> included in the bank statement. A checkmark should be made on the Check Register Form by deposits that <i>have</i> cleared the bank to aid in locating these each month.)</p> | \$ | _____ |
| <p>C. Add the answers to steps A and B above</p> | \$ | _____ |
| <p>D. Checks "outstanding"
(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)</p> | \$ | _____ |
| <p>E. Ending balance
(Subtract D from C above. This should equal the balance in your Register as of the date listed above.)</p> | \$ | _____ |

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GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH: \$ _____

Secretary _____ Treasurer _____ G.S.R. _____
 Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.

BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending _____

- | | | |
|---|----|--|
| A. Bank statement balance
(ending balance on your current bank statement) | \$ | |
| B. Deposits "in transit"
(Total of all deposits made which have <i>not</i> yet cleared the bank. Those that were <i>not</i> included in the bank statement. A checkmark should be made on the Check Register Form by deposits that <i>have</i> cleared the bank to aid in locating these each month.) | \$ | |
| C. Add the answers to steps A and B above | \$ | |
| D. Checks "outstanding"
(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.) | \$ | |
| E. Ending balance
(Subtract D from C above. This should equal the balance in your Register as of the date listed above.) | \$ | |

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4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form.

GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH: \$ _____

Secretary _____ Treasurer _____ G.S.R. _____
 Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR G.S.R. REPORT TO THE AREA

BEGINNING BALANCE (Ending Balance from last month): \$ _____

INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending _____

- | | | |
|--|----|-------|
| <p>A. Bank statement balance</p> <p>(ending balance on your current bank statement)</p> | \$ | _____ |
| <p>B. Deposits "in transit"</p> <p>(Total of all deposits made which have <i>not</i> yet cleared the bank. Those that were <i>not</i> included in the bank statement. A checkmark should be made on the Check Register Form by deposits that <i>have</i> cleared the bank to aid in locating these each month.)</p> | \$ | _____ |
| <p>C. Add the answers to steps A and B above</p> | \$ | _____ |
| <p>D. Checks "outstanding"</p> <p>(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)</p> | \$ | _____ |
| <p>E. Ending balance</p> <p>(Subtract D from C above. This should equal the balance in your Register as of the date listed above.)</p> | \$ | _____ |

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register Form.
2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.
3. A mathematical error in steps A through E above.
4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form.

GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH: \$ _____

Secretary _____ Treasurer _____ G.S.R. _____
 Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR G.S.R. REPORT TO THE AREA

BEGINNING BALANCE (Ending Balance from last month): \$ _____

INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending _____

A. Bank statement balance (ending balance on your current bank statement)	\$	_____
B. Deposits "in transit" (Total of all deposits made which have <i>not</i> yet cleared the bank. Those that were <i>not</i> included in the bank statement. A checkmark should be made on the Check Register Form by deposits that <i>have</i> cleared the bank to aid in locating these each month.)	\$	_____
C. Add the answers to steps A and B above	\$	_____
D. Checks "outstanding" (Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)	\$	_____
E. Ending balance (Subtract D from C above. This should equal the balance in your Register as of the date listed above.)	\$	_____

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register Form.
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GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH: \$ _____

Secretary _____ Treasurer _____ G.S.R. _____
 Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____				Newcomers _____
Leader/Chairperson _____				Attendance (Total) _____
Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Subtotal	_____		Total Income	_____
Expenses	_____	Debts	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

Date _____				Newcomers _____
Leader/Chairperson _____				Attendance (Total) _____
Old Balance	\$ _____	Financial Credits	Collection	\$ _____
Income	_____		Other Income	_____
Subtotal	_____		Total Income	_____
Expenses	_____	Debts	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR G.S.R. REPORT TO THE AREA

BEGINNING BALANCE (Ending Balance from last month): \$ _____

INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending _____

- | | | |
|---|----|-------|
| <p>A. Bank statement balance
(ending balance on your current bank statement)</p> | \$ | _____ |
| <p>B. Deposits "in transit"
(Total of all deposits made which have <i>not</i> yet cleared the bank. Those that were <i>not</i> included in the bank statement. A checkmark should be made on the Check Register Form by deposits that <i>have</i> cleared the bank to aid in locating these each month.)</p> | \$ | _____ |
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(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)</p> | \$ | _____ |
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(Subtract D from C above. This should equal the balance in your Register as of the date listed above.)</p> | \$ | _____ |

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GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH: \$ _____

Secretary _____ Treasurer _____ G.S.R. _____
 Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.

Date _____		Newcomers _____	
Leader/Chairperson _____		Attendance (Total) _____	
Old Balance	\$ _____	Financial Credits	Collection \$ _____
Income	_____		Other Income _____
Subtotal	_____		Total Income _____
Expenses	_____	Debts	Rent _____
New Balance	_____		Literature _____
			Refreshments _____
			Total Expenses _____

Date _____		Newcomers _____	
Leader/Chairperson _____		Attendance (Total) _____	
Old Balance	\$ _____	Financial Credits	Collection \$ _____
Income	_____		Other Income _____
Subtotal	_____		Total Income _____
Expenses	_____	Debts	Rent _____
New Balance	_____		Literature _____
			Refreshments _____
			Total Expenses _____

MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR G.S.R. REPORT TO THE AREA

BEGINNING BALANCE (Ending Balance from last month): \$ _____

INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending _____

- | | | |
|--|----|-------|
| <p>A. Bank statement balance</p> <p>(ending balance on your current bank statement)</p> | \$ | _____ |
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GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: _____

BALANCE FROM LAST MONTH: \$ _____

Secretary _____ Treasurer _____ G.S.R. _____
 Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

Date _____		Newcomers _____
Leader/Chairperson _____		Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____
Income _____		Other Income _____
Subtotal _____		Total Income _____
Expenses _____	Debts	Rent _____
New Balance _____		Literature _____
		Refreshments _____
		Total Expenses _____

THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection	\$ _____
Income _____		Other Income	_____
Subtotal _____		Total Income	_____
Expenses _____	Debts	Rent	_____
New Balance _____		Literature	_____
		Refreshments	_____
		Total Expenses	_____

MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR G.S.R. REPORT TO THE AREA

BEGINNING BALANCE (Ending Balance from last month): \$ _____

INCOME:

COLLECTION: \$ _____
 LITERATURE: \$ _____
 OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES:

RENT \$ _____
 SUPPLIES \$ _____
 ASC DONATION \$ _____
 LITERATURE \$ _____
 OTHER \$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending _____

- | | | |
|--|----|--|
| <p>A. Bank statement balance</p> <p>(ending balance on your current bank statement)</p> | \$ | |
| <p>B. Deposits "in transit"</p> <p>(Total of all deposits made which have <i>not</i> yet cleared the bank. Those that were <i>not</i> included in the bank statement. A checkmark should be made on the Check Register Form by deposits that <i>have</i> cleared the bank to aid in locating these each month.)</p> | \$ | |
| <p>C. Add the answers to steps A and B above</p> | \$ | |
| <p>D. Checks "outstanding"</p> <p>(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)</p> | \$ | |
| <p>E. Ending balance</p> <p>(Subtract D from C above. This should equal the balance in your Register as of the date listed above.)</p> | \$ | |

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register Form.
2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.
3. A mathematical error in steps A through E above.
4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form.

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS®

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

NOTE: This booklet contains the financial records of a non-profit group. If this has been found, please mail it to the address below. Thank you.

GROUP NAME _____ DAY AND TIME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

NOTICE TO TREASURERS: This handbook contains financial records. It is important to complete the forms with ink and not tear pages out of the booklet. It may be necessary to refer to this information at any time during the next several years. This record should be retained in the possession of the current Treasurer, so pass this on to your successors.

Beginning date of information contained in this booklet: _____

If the Treasurer accepted responsibility at another date,
enter the date the Treasurer took charge: _____

If another Treasurer took charge before the end of the fiscal year,
enter the date of the change: _____

If another Treasurer took charge before the end of the fiscal year,
enter the date of the change: _____

Closing date of information contained in this booklet: _____

Amount of money carried forward to the next fiscal year handbook: \$ _____