

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.
- 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.
- 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.

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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 in-structions.

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.

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GROUP CHECK REGISTER FORM

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7	Group Treasurer's Workbook						
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	MONTHLY MEETING RECORD FOR:						
	BALANCE FROM LAST	MONTH: \$		_			
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Phone Number	Phone Number		Phone Number				
	WEEKLY REPORTS						
Date				Newcomers			
Leader/Chairperson				Attendance (Total)			
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Group Treasurer's Workbook

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MONTHLY REPORT

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

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OTHER	\$	
TOTAL EXPENSES:		- \$
ENDING BALANCE:		\$

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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:

Ch	ecking account reconciliation for the month ending	
A.	Bank statement balance	\$
B.	Deposits "in transit" (Total of all deposits made which have not yet cleared the bank. Those that were not included in the bank statement. A checkmark should be made on the Check Register Form by deposits that have 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	\$

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.

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THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.

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Group Treasurer's Workbook

Date				Newcomers
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MONTHLY REPORT

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INCOME:		
COLLECTION:	\$	
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OTHER:	\$	
TOTAL INCOME:		+ \$
EXPENSES:		
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SUPPLIES	\$	
ASC DONATION	\$	
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OTHER	\$	
TOTAL EXPENSES:		- \$
ENDING BALANCE:		\$

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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:

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A.	Bank statement balance	\$
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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	\$
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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.

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BEGINNING BALANCE (Ending Balance from last month):

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LITERATURE:	\$
OTHER:	\$
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EXPENSES:	
RENT	\$
SUPPLIES	\$
ASC DONATION	\$
LITERATURE	\$
OTHER	\$
TOTAL EXPENSES:	- \$
ENDING BALANCE:	\$

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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:

Ch	ecking account reconciliation for the month ending	
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C.	Add the answers to steps A and B above	\$ 10000
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	\$ interest

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.

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	GROUP TREA	SURER'S RE	CORD		
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Subtotal			Total Income		_
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Group Treasurer's Workbook

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BEGINNING BALANCE (Ending Balance from last month):

INCOME:	
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LITERATURE:	\$
OTHER:	\$
TOTAL INCOME:	+ \$
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RENT	\$
SUPPLIES	\$
ASC DONATION	\$
LITERATURE	\$
OTHER	\$
TOTAL EXPENSES:	- \$
ENDING BALANCE:	\$

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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:

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A.	Bank statement balance	\$
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	\$

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

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- 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.

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			Refreshments	and the second second
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		and the state	Refreshments	
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			Total Experioes	

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Income			Other Income	
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Date				Newcomers
Leader/Chairperson		- Hot of Control Day Your		Attendance (Total)
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Income			Other Income	
Subtotal		-	Total Income	
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2000		Children and States		
		MONTHLY REPORT		
TH	IS INFORMATION SHOU	ILD BE INCLUDED WITH YOUR G	A.S.R. REPORT T	O THE AREA
BEGINNING BALA	NCE (Ending Balar	nce from last month):		\$
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COLLECTION:	\$			
LITERATURE:	\$	And the lower of the		
OTHER:	\$			
TOTAL INCOME:				+ \$

EXPEN	ICEC.	
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RENT	\$
SUPPLIES	\$
ASC DONATION	\$
LITERATURE	\$
OTHER	\$

TOTAL EXPENSES:

ENDING BALANCE:

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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

- checkmark should be made on the Check Register Form by deposits that *have* 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.)

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.

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(rrou	p Treasurer'	S N	Vorkhook
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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 N			umber	
		WEEKLY REPORTS				Const and the
Date					Newcomer	s
Leader/Chairperson					Attendance	e (Total)
Old Balance	\$	Financial Cred	ts Collect	tion		\$
Income			Other	Income		
Subtotal	- 10		Total Ir	ncome		
Expenses		Debt	Rent			
New Balance			Literat	ure		
			Refres	hments		
			Total E	Expenses		
Date		ther full rest (the let	(main)	Newcomer	S
Leader/Chairperson	Catholica Laines	the state of the second second second			Attendance	e (Total)
Old Balance	\$	Financial Cred	ts Collec	tion		\$
Income			Other	Income		
Subtotal		the second s	Total Ir	ncome		
Expenses		Debt	Rent			
New Balance	a de la companya de la	a la sta Cherne Chernelle Pou	Literat	ure		
			Refres	shments		allocation allocation
			Total E	xpenses		
Date					Newcomer	s
Leader/Chairperson	a summer	A CONTRACTOR OF A			Attendance	e (Total)
Old Balance	\$	Financial Cred	ts Collec	tion		\$
Income	1		Other	Income		
Subtotal			Total In	ncome		
Expenses		Debt	Rent			
New Balance			Literat	ure		20.00100 1000
			Refres	shments		-
			Total E	Expenses		

Group Treasurer's	И	lori	kbook	2
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Date				Newcomers
Leader/Chairperson		The second second second second		Attendance (Total) _
Old Balance	\$	Financial Credits	Collection	\$
Income			Other Income	
Subtotal			Total Income	
Expenses	and the second second second	Debts	Rent	
New Balance		_	Literature	
			Refreshments	
			Total Expenses	
Date		_		Newcomers
Leader/Chairperson	A CONTRACTOR	and the second second		Attendance (Total).
Old Balance	\$	Financial Credits	Collection	\$
Income			Other Income	
Subtotal		_	Total Income	
Expenses		Debts	Rent	1.
New Balance	and a sure had been		Literature	States and states
			Refreshments	

MONTHLY REPORT

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

BEGINNING BALANC	E (Ending Balance from last month):	\$
INCOME: COLLECTION: LITERATURE: OTHER:	\$ \$ \$	
TOTAL INCOME:		+ \$
EXPENSES: RENT SUPPLIES ASC DONATION LITERATURE OTHER	\$ \$ \$ \$	
TOTAL EXPENSES:		- \$
ENDING BALANCE:		\$

23

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:

Ch	ecking account reconciliation for the month ending	T CONTRACTOR OF THE OWNER
A.	Bank statement balance	\$
B.	Deposits "in transit" (Total of all deposits made which have not yet cleared the bank. Those that were not included in the bank statement. A checkmark should be made on the Check Register Form by deposits that have 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	\$

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.

25		Group Treasurer's Workbook	¢	
	GRC	OUP TREASURER'S RE	CORD	
	MONTHLY M	EETING RECORD FOR:	Sec. 1	
	BALANCE FF	ROM LAST MONTH: \$	No. Colorona	bross (using) falses (
Secretary	Tro	easurer	G.S.R	Den Halement dele
Phone Number	Pł	one Number	Phone Nu	umber
		WEEKLY REPORTS		
Date Leader/Chairperson		Ment provide the ca		Newcomers Attendance (Total)
Old Balance	\$	Financial Credits	Collection	\$
Income		_	Other Income	
Subtotal			Total Income	allowing of the deside
Expenses		Debts	Rent	maria da la la la la la
New Balance			Literature	and and the state of the state
			Refreshments	
			Total Expenses	
Date	- Annak	net and so we have be		Newcomers
Leader/Chairperson		- and the second second by		Attendance (Total)
Old Balance	\$	Financial Credits	Collection	\$
Income			Other Income	
Subtotal	and the second	and the second second second second	Total Income	Coloring and
Expenses		Debts	Rent	
New Balance			Literature	
			Refreshments	ALCON THE OWNER
			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	in the second second
			Refreshments	
			Total Expenses	the second second

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:

Ch	ecking account reconciliation for the month ending	
A.	Bank statement balance	\$
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	\$

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 Tre	asurer's	Work	book
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GROUP TREASURER'S RECORD

BALANCE FROM LAST MONTH: \$_

Secretary	Treasure	er	G.S.R		
Phone Number		Phone Number Phone Nu		umber	
	Second P	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	-CPT 1019	
Date		stagen laking ta	and solari	Newcomers	
Leader/Chairperson				Attendance (Total)	
Old Balance	\$	Financial Credits	Collection	\$	
ncome			Other Income		
Subtotal	and the second s		Total Income	and the second	
Expenses		Debts	Rent		
New Balance			Literature		
			Refreshments	the second s	
			Total Expenses		
Date				Newcomers	
Leader/Chairperson	A CONTRACTOR			Attendance (Total)	
Old Balance	\$	Financial Credits	Collection	\$	
Income			Other Income	a second	
Subtotal			Total Income		
Expenses		Debts	Rent		
New Balance			Literature	and an and a	
			Refreshments		
			Total Expenses		

Group Treasurer's Workbook	Group	Treasurer	's W	orkbook
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Date		-		Newcomers
Leader/Chairperson				Attendance (Total)
Old Balance	\$	_ Financial Credits	Collection	\$
Income		-	Other Income	
Subtotal		_	Total Income	
Expenses	a hard a state of the state of	Debts	Rent	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
New Balance			Literature	
			Refreshments	
			Total Expenses	
Date				Newcomers
Leader/Chairperson_	and a state where he	_		Attendance (Total)
Old Balance	\$	Financial Credits	Collection	\$
Income	- 11 (A. 1996) - 10 (B.		Other Income	
Subtotal			Total Income	
Expenses	Contraction of the second second	Debts	Rent	
New Balance		a series of the series of the	Literature	A Color and and
			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):
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INCOME:	
COLLECTION:	\$
LITERATURE:	\$
OTHER:	\$
TOTAL INCOME:	+ \$
EXPENSES:	
RENT	\$
SUPPLIES	\$
ASC DONATION	\$
LITERATURE	\$
OTHER	\$
TOTAL EXPENSES:	- \$
ENDING BALANCE:	\$

29

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:

Ch	necking account reconciliation for the month ending	S ST MALEAR	
A.	Bank statement balance	\$	
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.)	\$	i Competioners Coltoners
lft	hose figures don't match exactly, one of the following mistakes ma	y 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 you	r 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	Workbook
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GROUP TREASURER'S RECORD

MONTHLY	MEETING	RECORD	FOR:
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BALANCE FROM LAST MONTH: \$_

Secretary	Treasurer	utomotsin X	G.S.R	in an anna lathadhail
Phone Number	Phone Numbe	Phone Number		umber
Jamased Balling Been State	WEI	EKLY REPORTS	tabegin ter	
Date				Newcomers
Leader/Chairperson		Einensiel Ore dite	Oplingting	Attendance (Total)
Old Balance	\$	Financial Credits		\$
Income			Other Income	A REAL PROPERTY AND
Subtotal			Total Income	and a local de la
Expenses		Debts	Rent	
New Balance			Literature	O TUGOR OF OF TOTAL
			Refreshments	DATA NO VOID STATU
			Total Expenses	and the second second
Date	Contraction Barrane In Co	and the second second	and the second	Newcomers
Leader/Chairperson				Attendance (Total)
Old Balance	\$	Financial Credits	Collection	\$
Income			Other Income	N.S
Subtotal	manna wan wan and de		Total Income	the other the second second
Expenses		Debts	Rent	
New Balance			Literature	is to be used a marticle of
			Refreshments	Section Internetion 6
			Total Expenses	o) Country III External
Date			root to constan	Newcomers
Leader/Chairperson				Attendance (Total)
Old Balance	\$	Financial Credits	Collection	S
Income		i manoiai oreans	Other Income	Ψ
Subtotal			Total Income	
Expenses		Debts	Rent	and the States of
New Balance		Debts		
New Dalance			Literature	
			Refreshments	
			Total Expenses	

Group Treasurer's Workbook

Date	and the second second	_		Newcomers
Leader/Chairperson	and a state of the	ALCON CONTRACTOR		Attendance (Total)
Old Balance	\$	Financial Credits	Collection	\$
Income	Carlos <u>Actors of</u>	en e	Other Income	Cochardo pel Ameri Ag
Subtotal			Total Income	Colores and the state of the
Expenses		Debts	Rent	
New Balance			Literature	
			Refreshments	
			Total Expenses	
Date			100 1000	Newcomers
Leader/Chairperson_		- a demanda has been at		Attendance (Total)
Old Balance	\$	Financial Credits	Collection	\$
Income		- Workship and Brits working	Other Income	n si di se <u>se se se se se se</u>
Subtotal		Allen of Statements (Constrained	Total Income	sciences and stranged
Expenses	1999 - Contractor	Debts	Rent	
New Balance			Literature	and the second second
			Refreshments	
		and the second s	Total Expenses	dealers the standard manual be

MONTHLY REPORT

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

BEGINNING BALANCE (Ending Balance from last month):

IN	CO	М	E.
	00	141	Base #

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

TOTAL INCOME:

EXPENSES:

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

TOTAL	EXPE	NSES:

ENDING BALANCE:

32

S

\$

S

\$

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:

Cł	ecking account reconciliation for the month ending	
A.	Bank statement balance	\$
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	\$

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.

		GroupTrea	usurer's Workbool	k		34
		GROUP TREA	SURER'S RE	CORD		
	MONTH	ILY MEETING RE	CORD FOR:	Contraction of the		
	BALAN	CE FROM LAST N	MONTH: \$		_	
Secretary	11. 110	Treasurer		G.S.R		
Phone Number		Phone Number		Phone Nu	umber	
		WEEK	LY REPORTS			and the second sec
Date					Newcomers	
Leader/Chairperson		Come man			Attendance	(Total)
Old Balance	\$	the second s	Financial Credits	Collection	\$	
Income				Other Income		
Subtotal	1.1.1			Total Income		
Expenses		1000-100	Debts	Rent		
New Balance				Literature		
				Refreshments		
				Total Expenses	No Parento	
Date			not qui tap too	mouse & species	Newcomers	
Leader/Chairperson	and the second second				Attendance	(Total)
Old Balance	\$		Financial Credits	Collection	\$	-14-16-10
Income				Other Income		and the second second
Subtotal		the second s		Total Income		a deside that a desire series a
Expenses			Debts	Rent		and the second
New Balance				Literature		
				Refreshments		
				Total Expenses		. not stated
Date					Newcomers	
Leader/Chairperson	- 100	12.2			Attendance	(Total)
Old Balance	\$		Financial Credits	Collection	\$	and second real
Income				Other Income		
Subtotal				Total Income		
Expenses			Debts	Rent		
New Balance				Literature		A SHEEL COST
				Refreshments		
				Total Expenses		

Group	Treasurer's	Work	book
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Date				Newcomers
Leader/Chairperson				Attendance (Total)
Old Balance	\$	Financial Credits	Collection	\$
Income			Other Income	
Subtotal			Total Income	- m -
Expenses		Debts	Rent	And I have a
New Balance			Literature	
			Refreshments	
			Total Expenses	
Date	ALL STREET, ST			Newcomers
Leader/Chairperson				Attendance (Total)
Old Balance	\$	Financial Credits	Collection	\$
Income			Other Income	
Subtotal			Total Income	
Expenses	and the second sec	Debts	Rent	
New Balance	and the second second second		Literature	A contraction of the
			Refreshments	
			Total Expenses	

MONTHLY REPORT

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

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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:	\$

35

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:

Cł	ecking account reconciliation for the month ending	Caranana
A.	Bank statement balance	\$
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.)	\$
lf t	hose figures don't match exactly, one of the following mistakes m	nay 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 Workbook	Group	Treasurer's	Work	book
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GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR:

BALANCE FROM LAST MONTH: \$_

Secretary	Treasurer	G.S.R	No. of the statistic for house
Phone Number	Phone Number	Phone N	umber
	WEEKLY REPORT	S	
Date	et all philaded in but		Newcomers
Leader/Chairperson			Attendance (Total)
Old Balance	Financial Cree	dits Collection	\$
Income		Other Income	
Subtotal		Total Income	prices and a second of
Expenses	Deb	ts Rent	
New Balance		Literature	
		Refreshments	
		Total Expenses	
Date	the state of the state of the	Sec. Carlo	Newcomers
Leader/Chairperson	the second second second second		Attendance (Total)
Old Balance	\$ Financial Cre	dits Collection	\$
Income		Other Income	
Subtotal	the location in states and the second second	Total Income	the second second
Expenses	Deb	ts Rent	
New Balance	Gardy Republic Form	Literature	Acabhanna a suite a suite a suite
		Refreshments	
		Total Expenses	
Date			Newcomers
Leader/Chairperson			Attendance (Total)
Old Balance	\$ Financial Cre	dits Collection	\$
Income		Other Income	and controls of a market
Subtotal		Total Income	
Expenses	Deb	ts Rent	
New Balance		Literature	and a second second
		Refreshments	
		Total Expenses	

Group Treasurer's Workbook

Date				Newcomers
Leader/Chairperson	State State			Attendance (Total)
Old Balance	\$	Financial Credits	Collection	\$
Income	Statement is		Other Income	Socies the finite
Subtotal			Total Income	a particular and
Expenses	· · · · · · · · · · · · · · · · · · ·	Debts	Rent	the second s
New Balance			Literature	
			Refreshments	
			Total Expenses	
Date		-		Newcomers
Leader/Chairperson				Attendance (Total)
Old Balance	\$	Financial Credits	Collection	\$
Income		- YE HAVE MADE AND A	Other Income	and black hards
Subtotal		 pikel principle i Liket 	Total Income	charmen indisions
Expenses		Debts	Rent	a second s
New Balance			Literature	A STREET STREET
			Refreshments	
			Total Expenses	and the state of the second

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:	\$ - Inchester and the second	
OTHER:	\$ 	
TOTAL INCOME:		+ \$
EXPENSES:		
RENT	\$ 	
SUPPLIES	\$ 	
ASC DONATION	\$ 	
LITERATURE	\$ <u>en</u> da se a constant	
OTHER	\$ <u></u>	
TOTAL EXPENSES:		- \$
ENDING BALANCE:		\$

38

\$

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:

Ch	ecking account reconciliation for the month ending	
A.	Bank statement balance	\$
В.	Deposits "in transit" (Total of all deposits made which have not yet cleared the bank. Those that were not included in the bank statement. A checkmark should be made on the Check Register Form by deposits that have 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.)	\$ 4.07.05
E.	Ending balance	\$

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 Treast	irer's Workbook	6	-	40
	GROUP TREAS	URER'S RE	CORD		
N	IONTHLY MEETING REC	ORD FOR:		2 - 1	
B	ALANCE FROM LAST MO	ONTH: \$			
Secretary	Treasurer		G.S.R	640 M 193	r sitta an
Phone Number	Phone Number		Phone Nu	umber	-
	WEEKLY	REPORTS			a vice and
Date				Newcomers	i de la composición de
Leader/Chairperson				Attendance (Total)	
Old Balance	\$	Financial Credits	Collection	\$	
Income			Other Income		
Subtotal			Total Income		
Expenses		Debts	Rent		_
New Balance			Literature		-
			Refreshments	1.	
			Total Expenses		
Date		and and and a second	nakaliyotad	Newcomers	un la la
Leader/Chairperson	and the second second second			Attendance (Total)	
Old Balance	\$	Financial Credits	Collection	\$	1712511
Income			Other Income		
Subtotal			Total Income	Acres .	
Expenses		Debts	Rent		The second second
New Balance			Literature		
			Refreshments		THE LATER
			Total Expenses		
Date			a la	Newcomers	
Leader/Chairperson	Leal Activity of the			Attendance (Total)	Second L.
Old Balance	\$	Financial Credits	Collection	\$	
Income	Contraction of the second second		Other Income	Sector Sector	-
Subtotal			Total Income		
Expenses		Debts	Rent		
New Balance			Literature	1632-020	Contraction of
			Refreshments		
			Total Expenses	and the second	T. Salation

Group Treasurer's	s Workbook
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Date		- 1	Newcomers
Leader/Chairperson _			Attendance (Total)
Old Balance	\$	_ Financial Credits Collection	\$
Income	the providence of the	_ Other Income	
Subtotal		_ Total Income	
Expenses		_ Debts Rent	
New Balance	_	Literature	
		Refreshments	
		Total Expenses	
Date	Contraction of the second		Newcomers
Leader/Chairperson_		-	Attendance (Total)
Old Balance	\$	_ Financial Credits Collection	\$
Income	Not Land to the	Other Income	
Subtotal	Barbard Mark Parks	Total Income	
Expenses	Center and A	Debts Rent	and the second se
New Balance	and the second second	Literature	and the second states of the
		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):

\$
\$
\$
\$ \$ \$

TOTAL INCOME:

EXPENSES:

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

TOTAL EXPENSES:

ENDING BALANCE:

\$_____

\$.

\$

+ \$

41

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:

Ch	ecking account reconciliation for the month ending	në fler, per kito
A.	Bank statement balance	\$
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 Begister 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.

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS.

- 1. Our common welfare should come first; personal recovery depends on N.A. unity.
- 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.
- 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.
- 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.

Reprinted for adaptation by permission of Alcoholics Anonymous World Services, Inc. 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	the print achievement of the	and the for	
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: \$_