



**GREATER PHILADELPHIA REGIONAL SERVICE OFFICE, INC.
NARCOTICS ANONYMOUS**

6212 RIDGE AVENUE • REAR • PHILADELPHIA, PA 19128 • P.O. BOX 35187
TEL. 215-483-5154 • FAX 215-509-7832

Interim GPRSO Executive Report
11/12/00

To All GPRSO Board Members:

Please be advised that some changes have occurred. Although some of us thought that we should deal with these situations internally as an Executive Board, it was explained to us that that has been one of our problems, not letting the RSO Board, to whom we are accountable to, know of the internal problems which occur. So it has been decided by the GPRSO Executive Board that you need to be informed of the same.

1. As per correspondence sent to you, on Friday November 3, 2000, the new Co-Chair, Earl and myself went to the RSO office and went through all of the financial data in the computer and the bank records for the month of October 2000. Upon my review of said data, I found a discrepancy of \$500.00. Let me explain. On October 20, 2000, the Chair withdrew \$6,500.00 by himself (meaning that he didn't have two signatures as per policy) from the emergency literature account. This money was to be distributed as follows: \$5,850.00 for the first and last month's rent with the new lease, \$500.00 to pay the attorney and, \$150.00 for petty cash. The \$150.00 was to stay in the office and \$6,350.00 was to be deposited in the business checking account to pay the attorney and the rent, however only \$5,850.00 was deposited. According to the bank records, the attorney submitted a \$500.00 check for payment three days prior, which was on the 17th of October. Although there was money taken out of the emergency account to pay the attorney on the 20th of October, he had already been paid from our business account so there was no need for that money to be removed from the emergency account.

Upon questioning the Chair, he said that because he couldn't write any checks, he spent the \$500.00 on items for the office. I asked him to produce receipts as proof of said expenditures however, he cannot find them, nor can he at this time, produce any receipts for any petty cash that has been spent. He will be present at our next regularly scheduled Board meeting on December 2, 2000 at 10:00 am for any questions that you may have.

2. The Chair submitted his resignation to the Executive Board on November 11, 2000. His resignation is effective on that same date.

3. I am enclosing a copy of the bank statement for the month of October 2000 and a financial statement made by me. It is not as complete or as big as you may be used to however, at this time as being new, it is the best that I could do.
4. After reconciling the business checking account, I found that we had a balance of \$16,145.78. So as a result, I would like to report that as of November 13, 2000, 17 bills have been paid. You will receive the printout list with my financial statement on December 2, 2000. Of the \$16,145.78 available, we spent \$12,715.78 for bills. This amount includes rent for the month of November 2000.

There are three outstanding bills which are owed to the WSO. One is a balance of \$4,953.20 from a previous order of \$19,953.20, the other two are for the most recent order which totals approximately \$25,000.00 with shipping and handling charges.

5. Upon a conversation with the RSC Chair and the RD, we were informed that as per the vote of the RSO Board, the newly elected Co-chair and myself, the newly elected Treasurer, are just that the new Co-Chair and Treasurer and, although we have not been officially ratified by the GPRSC Board, we should take our places and begin conducting business.

As a result, on Saturday November 11, 2000, Earl and I went to the office and took our places. We spoke with all of the Special Workers to see if there was anything that we needed to know about the running of the office so that if there were any problems or complaints, we could address them immediately.

We began inventory of the office supplies and, upon doing so, a problem arose. We were trying to determine why the petty cash was being spent so rapidly. It appears that the petty cash was being replenished too often and in large amounts. In speaking with Special Worker, Karlos (who is the one that purchases items), he became very intense and quit. I was asking him about two particular print cartridges that were on a shelf in the middle office. I wanted to know what printer they went to. Instead of saying that he didn't know, he kept saying that they were compatible with the printer in the middle office. That wasn't what I was asking so I repeated the question several times. Each time that I repeated the question, his voice elevated. I reminded him that I was one of his employers and I told him that I was giving him a verbal warning and, his response was "I don't care", and he began to walk away from me. I told him that walking away could be like walking away from his job. His response to this was "I'll take the whole nine yards, I quit". At that time, I told him that if that was the case he could turn in his keys and leave. And, that is exactly what he did.

A couple of hours after this incident occurred, I received phone calls from the prior Chair, Andy and the Policy Chairperson, Joy. Karlos phoned them and told them that he was fired by me. As you and I know, I do not have the authority to fire anyone on my own accord. This incident occurred on November 11, 2000 at 2:13 p.m. At the time of this incident the Co-Chair, Earl, the prior Treasurer, Gwen and, the Special

Worker, Marjani were present and witnessed the entire incident.

6. The Co-Chair spoke with Marjani and I spoke with Kristen. The store hours will be covered by them until, if the Board decides, we hire another Special Worker. We may need help from Board members and, hope that as per our discussion during our last meeting, you will step up as needed.
7. On Monday, November 13, 2000, the Co-Chair and I will be going to Mellon Bank to change the signatures on the account.
8. As soon as we are able, we will be going to PNC so that we can close the emergency literature and payroll accounts and open them at Mellon as per the motion which was passed at the Board meeting of October 28, 2000. Until such time, these accounts will remain intact and will be used accordingly.
9. The current Executive Committee, which, now exists of the Co-Chair - Earl, Treasurer - Michele and Policy Chairperson - Joy will be holding our first Executive Board Meeting on November 26, 2000 at 11:00 am to be followed by an emergency meeting of the GPRSO Executive Committee and the GPRSC Executive Committee at 1:00 p.m. The newly resigned RSO Chair's presence has been requested at the 1:00 p.m. meeting between both Executive Committees.

I have found this situation to be a challenge. Although I was able to reconcile the account alone, I did not know how to get into the system or where to look for the information that I needed to complete my task. Gwen and Maurice who are prior RSO Treasurers have been God sent. They have assisted me in finding my way around the accounting system in our computer and, as per my request will continue to guide me through this transition. Please be advised however, they will in no shape, form or fashion be writing or signing checks, reviewing or otherwise dealing with any monies from the RSO or RSC.

At the time that I accepted the nomination and was elected RSO Treasurer, I did not have anyone that was stepping down or otherwise that could train or help and, as per what I have been taught, reached out for help. I did not realize that there was so very much involved in being the Treasurer. There are many things that I need to learn and, I am confident that I will be able to do so with their help.

Additionally, our newly elected Co-Chair has not been properly trained in his duties and, therefore, will be receiving help from people that have served in this position as well as the help of our Special Workers.

I believe that with God, the help of you, the Board members of the GPRSO, members of the GPRSC and our Special Workers, we will be able to collectively make our Regional Service Office an outstanding organization.

The Executive Committee has decided that we need to work together in all things. We have decided that our Fellowship needs to be kept apprised of all things so that there can no longer be any secrecy. We will make mistakes as we are in the learning process and, therefore, we will be asking for help from all of you. Although we have been elected and have accepted these positions, we need to come together and do the things that are needed to be done for the good of our Fellowship. Instead of pointing fingers as we have done in the past, we need to be able to reach out for help and receive it. We need to remember that this is not an "I" thing, it is and always should be a "We" thing. We are all affected by each and every act that is performed or not performed by each other.

Thank you for allowing me the opportunity to once again serve.

Respectfully Submitted,


Michele C.
GPRSO Treasurer

MC/

w/encs.

cc: GPRSC Chair
GPRSC Co-Chair
GPRSC Secretary

**Greater Philadelphia Regional Service Office, Inc.
6212 Ridge Avenue
Philadelphia, PA 19128**

**GPRSO - Mellon Bank
Business Account**

Printed/Handwritten Checks for the month of October 2000

Check #	Date	Merchant	Amount
2443	not sure	Silver, Langsan & Weitzman, PC	\$500.00
2444	10/11/00	Staples	\$114.69
2445	10/11/00	GPRSO, INC.	\$250.00 petty cash
2446	10/11/00	GPRSO. INC.	\$3,000.00 payroll
2447	10/18/00	WSO	\$693.97
2448	10/18/00	WSO	\$10,000.00
2449	10/18/00	Freedom Line	\$2,500.00
2450	10/18/00	Verizon	\$206.11
2451	10/18/00	Verizon	\$142.00
2452	10/18/00	Verizon	\$529.01
2453	10/18/00	Pack n Post	\$315.40
2454	10/18/00	ABS Cannon	\$145.79
2455	10/18/00	BFI (trash pick-up)	\$128.10 (2 mt pymt)
2456	10/21/00	Active Properties	\$5,850.00 new lease

Total Spent = \$24,375.07

**GPRSO - Mellon Bank
Business Account**

Store Daily Deposits

Day	Date	Amount	
Tuesday	10/3/00	\$870.74	
Thursday	10/5/00	\$488.40	
Saturday	10/7/00	\$2,972.63	
Sunday	10/8/00	\$24.00	Regional Weekend
Tuesday	10/10/00	\$282.41	
Thursday	10/12/00	\$2,061.37	
Saturday	10/14/00	\$1,398.49	
Tuesday	10/17/00	\$2,137.78	
Thursday	10/19/00	\$241.14	
Saturday	10/21/00	\$1,183.54	
Tuesday	10/24/00	\$307.84	
Thursday	10/26/00	\$775.27	
Saturday	10/28/00	\$451.59	

Total Deposits = \$13,195.20



Mellon PSFS

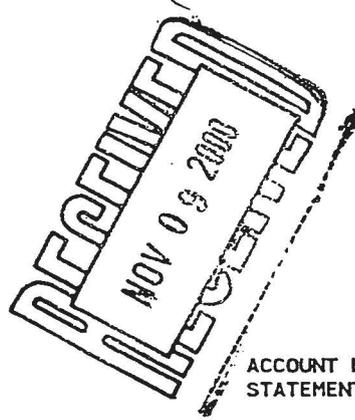
Business Checking

MELLON BANK NA
* OFFICE

800-362-5510

G P R S O INC
6212 RIDGE AVE REAR
PHILADELPHIA PA 19128-2629

611
44



PAGE: 1
ACCOUNT NUMBER: _____
STATEMENT FROM: SEP 29, 2000
TO: OCT 31, 2000
BZ 16

0

Account Summary

ACTIVITY	ITEMS	DOLLAR SUBTOTALS	DOLLAR TOTALS
OPENING BALANCE			34,518.75
DEPOSITS	20	19,650.86	
OTHER CREDITS	0	.00	
TOTAL CREDITS	20		19,650.86
CHECKS PAID	16	37,649.02	
ACH DEBITS	1	26.95	
SERVICE CHARGES	1	32.46	
OTHER DEBITS	0	.00	
TOTAL DEBITS	18		37,708.43
CLOSING BALANCE			16,461.18

Daily Transactions

DATE	TRANSACTION DESCRIPTION	CHECKS/DEBITS	DEPOSITS/CREDITS
09-29	CLOSING BALANCE PREVIOUS STATEMENT.		34,518.75
10-02	DEPOSIT REF # 139800535918.		593.66
	CASH DEPOSIT.		12.00
	DAILY BALANCE		35,124.41
10-04	DEPOSIT REF # 139800574671.		870.74
	CHECK(S) PAID (SEE CHECK DETAIL SECTION)	143.00	
	DAILY BALANCE		35,852.15
10-05	CHECK(S) PAID (SEE CHECK DETAIL SECTION)	13,446.36	
	DAILY BALANCE		22,405.79
10-06	DEPOSIT REF # 139800611477.		274.65
	CASH DEPOSIT.		213.75
	DAILY BALANCE		22,894.19
10-10	DEPOSIT REF # 139800638540.		2,972.63
	CASH DEPOSIT.		24.00
	DAILY BALANCE		25,890.82



Mellon PSFS

G P R S O INC

PAGE: 2
ACCOUNT NUMBER:
STATEMENT TO: OCT 31, 2000

Daily Transactions

DATE	TRANSACTION DESCRIPTION	CHECKS/DEBITS	DEPOSITS/CREDITS
10-11	DEPOSIT REF # 139800657734. CHECK(S) PAID (SEE CHECK DETAIL SECTION)	250.00	282.41
	DAILY BALANCE		25,923.23
10-13	DEPOSIT REF # 139800690310. CASH DEPOSIT.		1,943.57 117.80
	DAILY BALANCE		27,984.60
10-16	DEPOSIT REF # 139800714769.		1,398.49
	DAILY BALANCE		29,383.09
10-17	CHECK(S) PAID (SEE CHECK DETAIL SECTION)	614.68	
	DAILY BALANCE		28,768.41
10-18	DEPOSIT REF # 139800745830. CHECK(S) PAID (SEE CHECK DETAIL SECTION)	3,000.00	2,137.78
	DAILY BALANCE		27,906.19
10-20	CASH DEPOSIT. CASH DEPOSIT. CASH DEPOSIT. CHECK(S) PAID (SEE CHECK DETAIL SECTION)		71.93 169.21 5,850.00
	DAILY BALANCE	145.79	33,851.54
10-23	DEPOSIT REF # 139800809216. CHECK(S) PAID (SEE CHECK DETAIL SECTION)	6,727.12	1,183.54
	DAILY BALANCE		28,307.96
10-24	AOL*ONLINE SERV 1067810000ICE 1000 CHECK(S) PAID (SEE CHECK DETAIL SECTION)	26.95 2,628.10	
	DAILY BALANCE		25,652.91
10-25	DEPOSIT REF # 139800854949.		307.84
	DAILY BALANCE		25,960.75
10-26	CHECK(S) PAID (SEE CHECK DETAIL SECTION)	10,693.97	
	DAILY BALANCE		15,266.78
10-27	DEPOSIT REF # 139800901966. CASH DEPOSIT.		639.18 136.09
	DAILY BALANCE		16,042.05
10-30	DEPOSIT REF # 2300274191.		451.59
	DAILY BALANCE		16,493.64
10-31	SERVICE CHARGE	32.46	
	CLOSING BALANCE		16,461.18

Service Charge Detail

SERVICE DESCRIPTION	CHARGE
CORE SERVICE CHARGES AND ADDITIONAL OPTIONS	
CHOICE CHECKING I.	0.00



G P R S ' O INC

PAGE: 3
ACCOUNT NUMBER:
STATEMENT TO: OCT 31, 2000

Service Charge Detail

SERVICE DESCRIPTION	CHARGE
DEPOSIT BAGS---UP TO 25 TOTAL.	20.00
TRANSACTIONS IN EXCESS OF CORE SERVICES AND ADDITIONAL OPTIONS	
CURRENCY- \$5,642 @ 1.10 PER \$1,000.	6.21
NON-ATM DEPOSITS- 5 @ 1.25 PER DEPOSIT.	6.25
TOTAL SERVICE CHARGES.	32.46

Check Detail

CHECK NO.	AMOUNT	DATE	REFERENCE NO.	CHECK NO.	AMOUNT	DATE	REFERENCE NO.
2435	70.00	10-04	2600481071				
2441*	13,446.36	10-05	2700015349				
2442	73.00	10-04	2700420326				
2443	500.00	10-17	2400518580				
2444	114.68	10-17	2400513567				
2445	250.00	10-11	9600058014				
2446	3,000.00	10-18	2500172319				
2447	693.97	10-26	2600338416				
2448	10,000.00	10-26	2600338417				
2449	2,500.00	10-24	2500124998				
2450	206.11	10-23	2900433961				
2451	142.00	10-23	2900433956				
2452	529.01	10-23	2900433962				
2454*	145.79	10-20	2300045690				
2455	128.10	10-24	82900884718				
2456	5,850.00	10-23	9600086485				

* INDICATES A BREAK IN THE LISTING OF CONSECUTIVE CHECK NUMBERS.

IMPORTANT INFORMATION: PLEASE EXAMINE AND RECONCILE YOUR STATEMENT PROMPTLY. ERRORS AND IMPROPER TRANSFERS MUST BE REPORTED TO THE BANK WITHIN 14 DAYS. IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR LOCAL BRANCH OFFICE OR CALL THE BUSINESS TELEPHONE BANKING CENTER AT 800-362-5510.

STATEMENT RECONCILEMENT FORMS ARE AVAILABLE THROUGH YOUR LOCAL BRANCH OFFICE.



**GREATER PHILADELPHIA REGIONAL SERVICE OFFICE, INC.
NARCOTICS ANONYMOUS**

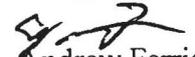
6212 RIDGE AVENUE • REAR • PHILADELPHIA, PA 19128 • P.O. BOX 35187
TEL. 215-483-5154 • FAX 215-509-7832

November 11, 2000

To : GPRSC Executive Board & GPRSO Executive Board

I Andrew Ferris will be resigning from the RSO Board affected as of November 11, 2000 due to personal reasons. It has been a tremendous experience to serve on the Board. It has also been a great opportunity serving as the Office Manager of the GPRSO.

In Loving Service,


Andrew Ferris

Michele Santin Carr
5522 Westford Road
Philadelphia, PA 19120
(215)457-9925

November 1, 2000

GPRSO, Inc.
6212 Ridge Avenue
Philadelphia, PA

Via: Fax 215-509-7836

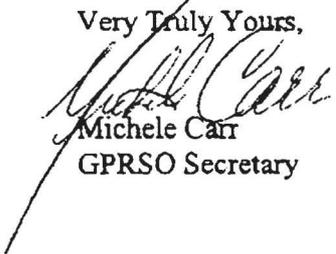
Re: Viewing of GPRSO Documents

To Whom It May Concern:

Please be advised that, as per my conversation with the GPRSO Policy Chairperson, Article 6:09© and Article 9:03 of the GPRSO By-Laws, I, Michele Carr, GPRSO Secretary and Treasurer elect, hereby give notice that on the 3rd day of November 2000, will be at the GPRSO office to inspect all of the financial records. This includes, but is not limited to, all bank records, all transactions (incoming and outgoing), all checks written, all bills paid and unpaid, be it on hard paper or in any one of the computers located at the office.

If you have any questions, please feel free to contact me at (215) 457-9925.

Very Truly Yours,


Michele Carr
GPRSO Secretary

MC/
cc: All GPRSO Board Members
GPRSC Chair
GPRSC Co-Chair