

Treasurer's Worksheet

MEETING #:

MEETING NAME:

DATES:

From:

To:

Beginning Balance

NOTE: Should be the Reserved Balance, or three months' operating expense

Income

Donations	
Literature	
Special Events	
Miscellaneous	
TOTAL INCOME	\$ -

Expenses

Rent	
Literature	
Meeting Supplies	
Scholarships	
Miscellaneous	
TOTAL EXPENSES	\$ -

BALANCE ON HAND \$ -

LESS PRUDENT RESERVE - Suggested as three months' operating expense

UNRESERVED BALANCE \$ - - Available for donation to service bodies

DONATIONS TO SERVICE BODIES *

Intergroup:	60	% =	\$ -	→ Treasurer, NOVA Outreach Intergroup, PO Box 755, Annandale, VA 22003
Region 7:	10	% =	\$ -	→ Region 7, Inc., 3500 South DuPont Highway, Dover, DE 19901-6011
World Service:	30	% =	\$ -	→ World Service, PO Box 44020, Rio Rancho, NM 87174-4020

* Percentages to be determined by group conscience... World Service recommendation is 60% to intergroup, 10% to Region, 30% to world service.