

Sacramento Fellowship of Narcotics Anonymous
Area Service Committee Agenda for December 2, 2009

I. Call to Order at Evelyn Moore Community Center
1402 Dickson Street, Sacramento at 7:00 pm

II. Prayers & Principles →

- A. NA Service Prayer
- B. 12 Traditions of Narcotics Anonymous
- C. 12 Concepts for NA Service

NA Service Prayer

God, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours- - in order that no addict, anywhere, need die from the horrors of addiction.

Adapted from the NA Basic Text, page xvi

Please make sure you initial the sign-in sheet & note schedule / GSR changes

III. Roll Call/Minutes/Proposals

A. Roll Call – Group Reports, Roll Call, Suggestions for Brainstorming, Recovery

Birthdays Verify Quorum

a) Question of the month: What would you like to see accomplished as an Area over the next six months?

b) Response from last month's question from groups: In response to November's question of the month: The "E Street" Book Study is interested in having Outreach coordinate quarterly service-oriented workshops in cooperation with specific groups. Our group would be willing to organize/host the first in the series, focused on the 12 traditions. GSRs & Task Leaders: Please ask your groups if they'd be willing to organize/host others in the series with help from Outreach and get back to Pam if you have support from your group, a point person, and a topic. Once we secure a few commitments, we intend to put forward a proposal.

B. Approval of Minutes from November 4, 2009:

C. Proposals

Proposal 1: To provide the H&I Working Group the remaining 15 (+/-) 5th edition Basic Texts for use in book studies at the H&I meetings at St. Johns Shelter and Job Corps.

This expense will be accounted for on line 690 of the Area budget, "Other Types of Expenses" instead of line 627 "H&I Literature" so that the books are put to good use without negatively affecting the literature supplies to other H&I meetings.

IV. Elections

- ✓ Newsletter Task Leader
- ✓ Phone Line Task Leader

V. January Elections

- ✓ Chair (3 years clean time)
- ✓ Vice – Chair (2 years clean time)
- ✓ Administrative Assistant (2 years clean time)
- ✓ Policy and Procedure Person (5 years clean time)
- ✓ Public Relations Coordinator (3 years clean time)

Sacramento Fellowship of Narcotics Anonymous
Area Service Committee Minutes for November 4 2009

I. Call to Order at Evelyn Moore Community Center
1402 Dickson Street, Sacramento at 7:00 pm

II. Prayers & Principles →

- A. NA Service Prayer
- B. 12 Traditions - Pat
- C. 12 Concepts - Herlinda

NA Service Prayer

God, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours- - in order that no addict, anywhere, need die from the horrors of addiction.

Adapted from the NA Basic Text, page xvi

Please make sure you initial the sign-in sheet & note schedule / GSR changes

III. Roll Call/Minutes/Proposals

- A. Roll Call – Group Reports, Roll Call, Suggestions for Brainstorming, Recovery Birthdays Verify Quorum
 - a) Question of the month: What would you like to see accomplished as an Area over the next six months?
- B. Approval of Minutes from October 7 2009: **Consensus to approve minutes.**
- C. Proposals:

Proposal 1: Hold 2010 SacFNA ASC and Admin meetings the first and third Wednesdays of each month at the Evelyn Moore Community Center.

Other location was the George Simm Community Center.

Evelyn Moore where we meet now is still available.

Will need to check what Sacramento will charge for next year.

George Simm would charge us for the price of keeping the building open after the center closes.

Where is the location? Off Power Inn and Elder Creek

Suggestion that we let our trusted servants to make the best decision.

Prioritize to Evelyn Moore is cost is effective (less than \$100). If not go to George Simm.

Concern regarding notifying the

Proposal: Entrust the admin team to make the decision about location. If it costs less than \$100 we will stay at Evelyn Moore, if it goes over move to George Simm. Days must also be available to stay at Evelyn Moore.

What is the charge for each? Right now it is \$75/month at Evelyn Moore, it would be \$83 at George Simm.

Test for Consensus: **Consensus was obtained to entrust admin to make the decision.**

IV. Elections

✓ Newsletter Task Leader: Tabled to December

Nominations	Accept/Decline	Outcome
Chris	Decline	
Tabled to December		Tabled

✓ Phone Line Task Leader

Nominations	Accept/Decline	Outcome
Nikki	Decline	
Tabled to December		Gary will continue until new coordinator elected

✓ H&I Task Leader

Nominations	Accept/Decline	Outcome
Glenn L	Task group nominee	Elected

V. General Session

- A. Thanks to those ending their terms
- B. Reports from Admin

Please skim written reports. We'll discuss only select items & ask for your questions.

- Chair
- Vice Chair
- Admin Assistant
- Policy & Procedures
- RCMs
- PR Coordinator (includes updates on Newsletter, Helpline, & others)
- Treasurer/Asst Treasurer

VI. Leadership Workshop

VII. Update from our Treasurer:

Activity since last ASC:

Ending Balance from October 7, 2009			7715.83
Less expenditures since then:		1938.33	
	Total Expenditures		1938.33
Plus Deposits since then:	Literature Sales (May)	1625.15	
	Total Deposits		1625.15
Beginning Balance:			7402.65
Prudent Reserve:	2 months operating expense as determined by budget		7414.50
Additional Donation to Region beyond budgeted amount:	Everything over prudent reserve		0

Activity at ASC:

<i>Expenses:</i>			<i>Income:</i>		
	Agenda Copies	\$100.26		Donations from groups	\$1487.76
	Mileage to RCM	\$		7th Tradition at ASC	\$33.00
	Regional donation	\$85.00		Donations for Coffee	\$
	Schedules	\$		H&I Donations	\$402.14
	Insurance	\$		H&I fundraiser	\$142.36
	Rent (ASC & Admin)	\$75.00		Penny a Day	\$15.00
	Rent (H&I)	\$36.00		Unity Day sales	\$129.00
	Phonelines	\$84.95			\$
	Storage	\$60.00			\$
	Admin Supplies	\$23.45			\$
	Unity Day Expenses	\$433.56			\$
		\$			\$
		\$			\$
				Ending Balance	8713.69

X. Close by 9:30 with the “We” Version of the Serenity Prayer

Coming up...

Admin meeting moves to the 3rd Wednesday of each month.
 Join us Wednesday, [November 18 2009], 7-9 pm right here -- all are welcome.
 Next ASC – Wednesday, [December 2 2009], 7-9:30 pm

SacFNA ASC Group Sign-In and Changes Sheet

Grou Num	Meeting name	Days	Address and time	Meeting Type		Changes/Reports	
				NOV	DEC		
Multi Meetings							
01	Recovery is Real	Multi	Sunday, 9am, 417 Main St., Woodland Sunday, 6pm, 100 Woodland Ave., Woodland Sunday, 8pm, 100 Woodland Ave., Woodland Tuesday, 6 pm, 100 Woodland Ave., Woodland Wednesday, 6 pm, 100 Woodland Ave., Woodland Thursday, 7 pm, 100 Woodland Ave., Woodland Friday, 6 pm, 100 Woodland Ave., Woodland Friday, 10 pm, 100 Woodland Ave., Woodland Saturday, Noon, 100 Woodland Ave., Woodland Sautrday, 6pm, 100 Woodland Ave., Woodland	Sun 9am Sun 6pm 1hr Sun 8pm M, 1hr Tue Wed 1 hr Thu BS, 1 hr Fri 6pm 1 hr Fri 10pm Sat noon Sat 6, 2nd Sat Spkr Mtg	x		
02	Over the Rainbow	Multi	Monday, 8 pm, 1927 L St., Sac Sunday, 7 pm, 1927 L St., Sac	LGBT, Downstairs, 1hr both mtgs	x		
03	Elk Grove Home Group	Multi	Tuesday, 7:30 pm, 9201 Big Horn Blvd., EG Thursday, 7 pm, 9201 Big Horn Blvd, EG Friday, 7 pm, 9201 Big Horn Blvd, EG	Tues M, 1 hr Thur BS, 1 hr Fri 1 hr	x		
04	New Beginnings	Multi	Everyday, 8:00 pm, 515 2nd St, Woodland Tuesday 8:30pm Corner of 2nd and Lincoln	Sun W, Mon 1 hr Tue Noon 1hr Tue 8:30pm 1 hr. Wed BS, CL, 1 hr Thu T, D Fri Y	x		
31	Clunie Group	Multi	Monday-Friday, Noon, 2620 Capitol Ave, Sacramento	Mon BS, 1hr Tue 1 hr, NC on 3rd Tuesdays Wed 1 hr Thu 1 hr	x		
33	Oak Park Fellowship	Multi	Tuesday, 6:30 pm, 3425 Martin L. King Jr. Blvd. Wednesday, 6 pm, 3425 Martin L. King Jr. Blvd. Friday, 6 pm, 3425 Martin L. King Jr. Blvd. Saturday, Noon, 3425 Martin L. King Jr. Blvd. 2nd Saturday, 7 pm, 3425 Martin L. King Jr. Blvd.	Tue Wed W Fri BS Sat M 2nd Sat Speaker meeting 2nd Sat of month only	x		
45	H.O.W.	Multi	Monday, 7:00 pm, 1200 North B Street, Sac Wednesday, 7:00 pm, 1200 North B Street, Sac	BS, 1 hr	x		
55	Hump Day Hope	Multi	Tuesday, Noon, 4445 Fruitridge Rd, Sac Wednesday, Noon, 4445 Fruitridge Rd, Sac Thursday, Noon, 4445 Fruitridge Rd, Sac	Tue 1hr Wed 1hr Thur 1hr	x		
65	Group 55	Multi	Noon 6240 14th Ave, Sac	Mon 1 hr Wed 1 hr Fri 1 hr	x		
67	Getting it Right Downtown	Multi	Monday, 8:00am, 1027 10th St, Sac Wednesday, 8:00am, 1027 10th St, Sac Friday, 8:00am, 1027 10th St, Sac	Mon Spk 1hr Wed JFT 1hr Fri D 1hr	x		
		Multi	Number Attended		10		
			Total Meetings this month		10	10	
Sunday							
06	Surrender for Serenity	Sun	7:00 pm, 2201 Benita Dr., Rancho Cordova	CC			
07	New Way of Life	Sun	8:00 pm, 7595 Center Parkway, Sac	1 hr	x		
27	West Coast Flat Book of NA	Sun	2:00 pm, 1500 North A st, Sac at Quinn Cottages Pavillion	BS, 2hrs	x		
39	Stepping Stones	Sun	6:00 pm, 6600 Bruceville Rd, Sac DB Moore Bldg	Spk, D, 1.5 hrs	x		Group moving Dec 6.
42	Skip to Recovery	Sun	5:00 pm, 2721 Barbera Way		x		
48	It Works on Cleveland	Sun	6:30 pm - 258 Cleveland Ave		x		
53	Women of NA	Sun	2:30 pm - 6600 Bruceville Rd, Sacramento	W Wkly B-day	x		
		Sun	Number Attended		6		
			Total Meetings this month		7	7	
Monday							
08	Survivors	Mon	7:00 pm - 2201 Benita Drive, RC		x		
09	Keep It Clean	Mon	7:00 pm - 5401 Freeport Blvd., Sac				
10	Time and Change	Mon	7:00 pm - 2620 Capitol Ave, Sacramento	T, D, 1 hr	x		
28	Young, Clean, Full of Recovery	Mon	7:00 pm, 1701 L Street, Sac	Y	x		
32	Tools of Recovery Book Study	Mon	8:00 pm - 7128 Florin Perkins Rd., Sac New Covenant Church of the Nazarine	BS, 1 hr	x		
34	Crossroads to Recovery	Mon	6:30pm 7128 Florin Perkins Rd, Sac	BS, 1 hr	x		
46	Life After Dope	Mon	7:00 pm, 450 W El Camino, Nor Sac, near Northgate Blvd	CL, 1 hr V & NKP	x		
47	The Raw 916 Group	Mon	7:00 pm - 6240 14th Ave, Sac Fourteenth Ave Baptist	BS	x		
51	Off 99 @ Saybrook	Mon	6:30 pm, 4390 47th Ave, Sac	1 hr			
60	South Sacramento Recovery	Mon	7:30 pm, 4833 Tangerine Ave, Sac	1 hr	x		
66	Monday Night Grab Bag	Mon	6:30 pm - Laguna and Franklin, Sac	1 hr	x		
		Mon	Number Attended		9		
			Total Meetings this month		11	11	

SacFNA ASC Group Sign-In and Changes Sheet

Grou Num	Meeting name	Days	Address and time	Meeting Type	Changes/Reports		
					NOV	DEC	
Tuesday							
11	No Frills	Tue	7:00 pm - 10497 Coloma Rd., RC	CC	x		
12	Cope Without Dope	Tue	7:00 pm - 7128 Florin Perkins Rd., Sac	1 hr	x		
29	Changing Lanes	Tue	7:30 pm - 10630 Schirra Ave Room #3, RC	1hr	x		
35	Midtown Recovery	Tue	6:30 pm - 404 U St, Sac	1 hr			
44	The Highlands Group	Tue	7:00 pm, 5846 Santa Fe Way, No Highlands	CL, 1 hr, no kids please	x		
57	Just Recovery	Tue	8:00 pm, 6600 Bruceville Rd, Sac DB Moore Bldg		x		
		Tue	Number Attended		5		
		Tue	Total Meetings this month		6	6	
Wednesday							
13	Clean on Capitol	Wed	7:00 pm, 2100 J St., Sac	1 hr, NWA	x		
14	Youth Seeking Truth	Wed	7:00 pm - 2201 Benita Dr., RC	Y			
38	Wednesday Night Connection	Wed	7:00pm - 2721 Barbera Way, RC		x		
30	Women's Tea House	Thu	7:00 pm - 3520 Bradshaw Rd, RC	W, CL, 1 hr	x		
61	Sac ARC Group	Wed	500 9th St, Sacramento			Removed from Quorum until return or if meeting goes to H&I meeting	
		Wed	Number Attended		3		
		Wed	Total Meetings this month		4	4	
Thursday							
15	Made a Decision	Thu	7:30 pm - 2201 Benita Dr., RC	1 hr, JFT, D	x		
16	Courage to Change	Thu	6:00 pm - 3555 3rd Ave, Oak Park	1 hr	x		
50	Ounce of Hope	Thu	7:30 pm - 2450 Meadowview RD, Sac	Y	x		
62	Happy Hour	Thu	5:22 pm 1820 28th St, Sac	1 Hr	x		
		Thu	Number Attended		4		
		Thu	Total Meetings this month		4	4	
Friday							
18	Recovery Connection	Fri	8:00 pm - 2101 Zinfandel, RC	CL, No children, Birthday every week	x		
19	Friday Night South Sac	Fri	8:00 pm - 4445 Fruitridge Rd., Sac		x		
20	Natomas Group	Fri	7:00 pm - 3291 Truxel Road, Sac		x		
36	5th Tradition	Fri	8:00 pm - 5435 Palm Ave, Carmichael	1 hr		Removed from Quorum until return	
49	Serenity for Today	Fri	3:15 pm - 4343 Williamsburgh Dr, Sac		x		
63	Road to Recovery	Fri	210 8th St, Williams	1 hr	x		
64	Keep it Real	Fri	6:00 pm - 2620 Capitol Ave, Sac	1 Hr		Removed from Quorum until return	
		Fri	Number Attended		5		
		Fri	Total Meetings this month		6	5	
Saturday							
21	Keep It Simple	Sat	1:00 pm - 10630 Schirra Avenue Room #3, RC		x		
22	E Street Book Study	Sat	10:00 am - 2620 Capitol Ave., Sac	BS, NWA, 1 hr	x		
23	Woman to Woman	Sat	10:00 am - 2829 Watt Ave. Room 4, Sac	W	x		
24	After the Fog	Sat	8:00 pm - 2515 48th Ave., Sac		x		
25	Saturday Night Traditions	Sat	7:00 pm - 2529 K St. Sac		x		
37	New Crossroads	Sat	Noon - 7595 Center Parkway, Sac	1 hr	x		
41	Learning to Care	Sat	10 am, 1615 Morse Ave, Sac Lutheran Church, Arden and Morse Ave.	M	x		
43	TU Women	Sat	Noon - 4445 Fruitridge, Sac	W	x		
		Multi	Number Attended		8		
		Multi	Total Meetings this month		8	8	
					Monthly Number Attended	50	0
					Monthly Total Meetings	56	55
					Quorum = 50% of meetings rounded up	28	28
					Percent Attended Current Month	89.3%	0.0%

Admin Position	Name	Email	Phone	Elected	Term	Nov	Dec
Chair	Eric K.			1/7/2009	Jan 2010	x	
Vice-Chair	Carlos H.			1/7/2009	Jan 2010	x	
Admin Assistant	Joel A.			1/7/2009	Jan 2010	x	
Policy and Procedure	Richard N			2/4/09	Jan 2010	x	
PR Coordinator	Kevin F.			11/5/2008	Jan 2010		
Senior RCM	Debi H			7/1/200	July 2010		
Junior RCM	Cherril			7/1/200	July 2010	x	
Treasurer	Dolores H.			7/1/200	July 2010	x	
Asst. Treasurer	Ronda K.			7/1/200	July 2010	x	

Task Leaders	Name	Email	Phone	Elected	Term	Nov	Dec
Literature Coordinator	Javier			7/1/2009	July 2010		
Asst. Literature Coordinator	Kathy			7/1/2009	July 2010		
H&I Task Leader	Glenn L			11/4/09	October 2010	Elected	
Newsletter				October 2009	October 2010		
Phoneline Coordinator	Gary E.			11/5/2008	Nov 2009	End	
Schedule Coordinator	Pam T			2/4/2009	Jan 2010		
Outreach	Jay W.			5/6/2009	April 2010		

VI. Break

VII. 7th Tradition Return Receipts

VIII. General Session

- A. Thanks to those ending their terms
- B. Reports from Admin

Please skim written reports. We'll discuss only select items & ask for your questions.

- Chair
- Vice Chair
- Admin Assistant
- Policy & Procedures
- RCMs
- PR Coordinator (includes updates on Newsletter, Helpline, & others)
- Treasurer/Asst Treasurer

IX. Brainstorming & Dialogue

- ✓ Calendar

X. Additional Proposals

XI. Update from our Treasurer:

Activity since last ASC:

Ending Balance from November 4 2009			8713.69
Less expenditures since then:	Literature Purchase	2443.50	
	H&I Literature (2 months)	582.36	
	Accounting Error	100.00	
	Mileage to RCM	40.00	
	Narathon Seed Money	200.00	
	Returned Item fee	55.41	
	Total Expenditures		3421.27
Plus Deposits since then:	Literature Sales (May)	1636.31	
	Area Donation Adjustment	.40	
	Reimbursement for returned item +fee	55.41	
	Total Deposits		1692.12
Beginning Balance:			6984.54
Prudent Reserve:	2 months operating expense as determined by budget		7414.50
Additional Donation to Region beyond budgeted amount:	Everything over prudent reserve		0

Activity at ASC:

<i>Expenses:</i>			<i>Income:</i>		
	Agenda Copies	\$		Donations from groups	\$
	Mileage to RCM	\$		7th Tradition at ASC	\$
	Regional donation	\$85.00		Donations for Coffee	\$
	Schedules	\$		H&I Donations	\$
	Insurance	\$			\$
	Rent (ASC & Admin)	\$75.00			\$
	Rent (H&I)	\$			\$
	Phonelines	\$			\$
	Storage	\$			\$
	Admin Supplies	\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
				Ending Balance	

X. Close by 9:30 with the “We” Version of the Serenity Prayer

Coming up...

Admin meeting moves to the 3rd Wednesday of each month.
 Join us Wednesday, December 16 2009, 7-9 pm right here -- all are welcome.
 Next ASC – Wednesday, January 6 2010, 7-9:30 pm

ASC Chair Report for December ASC

Welcome everyone to the December ASC for the Sacramento Fellowship of Narcotics Anonymous. We have added information on the elections coming up in January to the agenda so you can communicate this to your groups and have what appears to be the #1 question regarding positions, that being what is the clean time requirement for the position.

Part of what occurs for me at the end of the year is looking back at what was accomplished in the year that’s ending. I’ve had a great time as Chair for this Area, but I don’t feel I did a great job as Chair. Too many life events occurred this year and I was easily drawn to responding to those events and letting the ASC go on autopilot.

A lot of great things happened for the Area this past year.

- ✓ We have a phone line up and running
- ✓ We have a H&I working group carrying meetings and literature to addicts in our Area that couldn’t get out to a meeting
- ✓ We had a number of successful events

- ✓ We have passed on donations to Region and provided the financial support for H&I and our phone line
- ✓ We started a newsletter
- ✓ We distribute a schedule that lists NA meetings throughout the Sacramento area

I want to congratulate everyone who was involved in these milestones, and I'm confident that next year will bring more great milestones. But I've been involved with this Area since the brainstorming sessions back in 2006, and I'm getting tired. I feel that a Chair who is more connected will better serve the ASC, so I will not be seeking to be re-nominated as Chair at the January ASC.

Though it isn't in our guidelines about whether or not we accept cash for literature, the events of last month certainly demonstrate the risks associated with having cash. Along with other safety precautions such as locking doors, not letting public use facility while we're here and moving the Treasurer table, we feel strongly that cash should not be part of the literature order. Javier indicates in his report that he isn't accepting any last minute orders. Though we cannot eliminate cash at the ASC as we have 7th tradition donations, newsletters and often have ticket sales and penny a day buttons, we can certainly limit the amount of cash on hand we have at our ASC.

Literature Report

Thank you all for your concern for what happened at last months ASC meeting. To let everyone know I am ok, and have not heard anything from the police as of yet. At the last admin meeting we discussed not receiving any monies for literature or any orders, and or last minute orders so I would appreciate that the whole of our fellowship please be aware of this, I will no longer be taking last minute orders. If you have any please wait and put them on your next months order. Also a reminder; make sure that all of your orders are picked up at the end of the ASC meeting. Again thank you for your concern and thank you for letting me be of service. Javier

Thank you all for letting me be of service.

Eric K.
ASC Chair

Vice Chair

I attended Admin and we came up with some changes as to how we will set up the room and handle money due to the incident last month.

New GSR orientation was also discussed and we have asked a handful of members to make themselves available to help answer questions and assist our new GSR's into completing their Main Big Rock. Jay our Outreach Task Leader will help too. We understand 15 to 20 minutes of New GSR orientation may not be enough time to answer all your questions.

Outreach Report for Dec. ASC

We have been in contact with meetings that have not been at area for two consecutive area meetings.

We need volunteers for varies tasks.

We are in the process of obtaining literature for non English speaking members of Narcotics Anonymous.

Working on some ideals to help new GSR's acclimate themselves to Area.

Unity Day Report for Dec. ASC

The Unity Day Committee met on Nov. 21st. to continues planning for our Unity Day on March 6, 2010. It will be held at the VFW on Stockton Blvd.

All of the elected positions have been filled. We are grateful and hoping to see the committee grow with members.

We have a large task and are in need of members to help us with the Program. Remember to send in or take pictures

of your group to be included as part of the program. We also need volunteers to step up by putting their names on a list with the area they would like to be of service.

We are planning for four food areas (Soul, American, Italian and Mexican.) We are looking for groups or individuals to sign up for a food area.

We are also looking for talented individuals to be part of our variety show.

Please GSR we are hoping that you announce our need. We need tickets sold available through GSRs or available on the pre-registration form where

merchandise can also be ordered. Please pick them up from Tracey before leaving ACS.

WE NEED THE TICKETS PURCHASED ASAP.

We have a flyer here tonight for our Talent Show.

Our next Unity Day Planning Committee will be December 19th at 2620 Capital Ave (Church Upstairs) 11:15 A.M. all are welcome.

Newsletter ; There is no report due to the position needing to be filled.

I am hoping to have time tonight to follow up on the *Big Rocks* workshop we did last month. I would like us together to now place these higher priorities on a calendar and know not only what is important but when the deadlines are for these tasks.

Respectfully,

Carlos H.

Vice Chair

Admin Assistant

Please review the sign in sheet as it is passed around. Verify all information is correct including meeting times and address. If there are any changes please make them on the sheet. Please have contact information current for your group, including contact information for GSR/Alt GSR. If you would like to receive the agenda packet and minutes by email, please have a current email address on the email sheet. Add your information to the email sheet if it is not already there.

I would like to also state that I January will be my last meeting as Admin Asst. I have completed 2 fully elected terms and truly believe in the spirit of rotation. This is a great position for someone looking to see the inner working of the ASC and does take time outside of the ASC. I am putting together a procedure manual for the incoming Admin Asst and will work as closely as I can to get the new person up to speed.

Yours in Service,

Joel A.

Treasurer's Report

Good Evening Everyone,

You will not see my report the way you usually do with reconciliation from QuickBooks. My home was broken into and my laptop was one of the items stolen. Ronda and I have been backing up the files at every ASC so it's just a matter of where I will install QuickBooks.

In October a check for literature bounced. The individual who wrote the check contacted me immediately and gave me the money to cover the insufficient funds and the \$6 fee that was charged to our account.

A deposit for literature was made in the amount of \$1636.31. I received a letter in the mail stating that \$100 was debited from our account because the actual deposit was for \$1536.31. I do not know if two trusted servants counted the checks/ money orders for literature because of all of the commotion at last months area service meeting. Since we do not give receipts for literature there is no way for me to double check the deposit to find out if it is a bank error or my error.

Thank you for allowing me to be of service.

Dolores H.

Beginning Balance (last reconciliation) \$9340.98

Cleared Transactions

Checks & Payments

<u>Check#</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
#1349	Beamer Street Storage	Storage	\$30.00
#1343	City of Sacramento	Rent	\$75.00
#1362	Javier Cuevas	Admin Supplies	\$23.45
#1350	Javier Cuevas	AdminSupplies	\$20.65
#1357	Sierra 2	H&I Rent	\$36.00
#1355	VFW Hall	Unity Day Hall Deposit	\$200.00
#1352	NCRSO	H&I Literature	\$644.43
#1351	NCRSO	Area Literature	\$1293.90
#1359	J2Global	Helpline	\$84.95
#1353	Beamer Street Storage	Storage	\$60.00
#1361	NCRSC	Regional Donation	\$85.00
#1346	NCRSC	Regional Donation	\$85.00
#1364	Mia	Narathon Seed Money	\$200.00
#1354	Joel	Agendas/Guidelines	\$100.26
#1356	Par	Unity Day Fliers	\$213.56
#1360	City of Sacramento	Rent	\$75.00
Debit	Accounting Error		\$100.00
Debit	Returned item- Insufficeint funds		\$49.41
Debit	Returned item Fee		\$6.00
Total Cleared Checks/expenses			\$3382.61
			Balance- \$5958.37

Deposits and Credits

7 th Tradition at ASC	\$33.00
Penny A Day	\$15.00
Literature Sales	\$1636.31
Group Donations	\$1488.16
Reimbursement for Returned check and fee	\$55.41
Unity Day Ticket Sales	\$129.00
H&I Fundraiser	\$142.36
H&I Donations	\$402.14
Total Deposits	\$3901.38
	Balance- \$9859.75

Uncleared Transactions

<u>Check #</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1261	Corey	Coffee Supplies	\$9.96
1339	Corey	Coffee Supplies	\$11.58
1358	Trinity Cathedral	Unity Day Rent	\$20.00
1363	Deborah	Mileage	\$40.00
1365	NCRSO	H&I Literature	\$582.36
1366	NCRSO	Area Literature	\$2443.50
Total Uncleared checks			\$3107.40