



Narcotics Anonymous[®]



**Group
Treasurer's
Workbook**

Revised

This is an excerpt of the revised *Treasurer's Handbook* as adopted by the World Service Conference in 2002. It contains those parts specifically intended for use by group treasurers. The complete handbook can be obtained from the World Services Office at the addresses below.

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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.

Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Introduction

The *Treasurer's Handbook* and *Group Treasurer's Workbook* are meant to help us use NA's money responsibly, at all levels of service. We know that local communities around the world face different circumstances, so we encourage you to adapt these guidelines, using common sense, to meet your local needs.

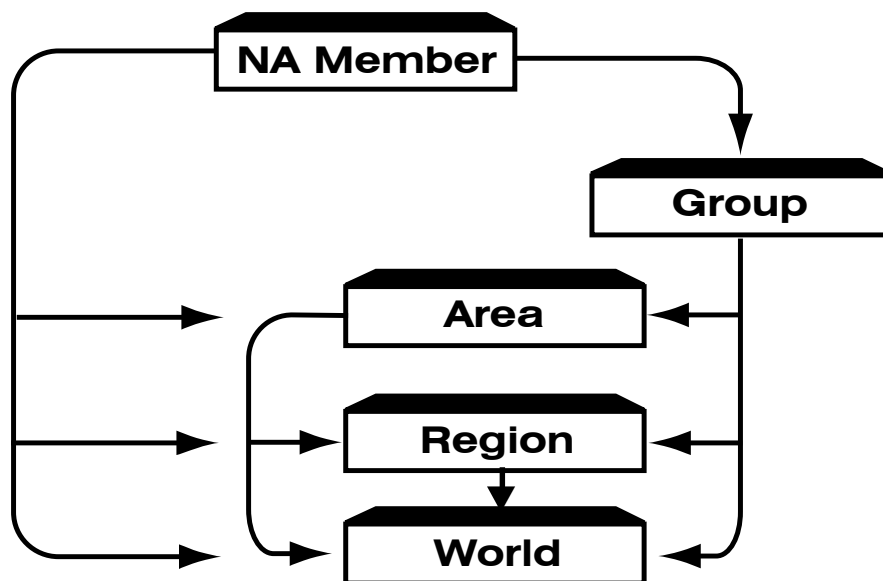
Our Eleventh Concept tells us that "NA funds are to be used to further our primary purpose, and must be managed responsibly." The Eleventh Concept essay from the *Twelve Concepts for NA Service* booklet tells us a little more:

Narcotics Anonymous funds should always be used to further our primary purpose. Money is used to pay the expenses involved in running NA recovery meetings, to inform the public about NA, and to reach addicts who can't get to meetings. It is used to develop, produce, translate, and distribute our message in written form, and to bring our members together in a service community committed to the vision of spreading our message around the world to those in need. All of this is done in support of NA's spiritual aim: to carry the message to the addict who still suffers.

Self-Support: Our Common Responsibility

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 phonelines and other services that 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 for that money as trusted servants begins. It is incumbent upon us to do everything possible to see that the money is used wisely and cared for judiciously, and this includes providing not only for the individual group's needs but for the needs of NA services as well. A *Guide to Local Services in Narcotics Anonymous* suggests direct group and area donations to all levels of service: "Narcotics Anonymous groups directly support area, regional, and world services from money left over after covering their own expenses. Area committees ... are encouraged to do the same with their surplus funds, sending them on to other levels of the service structure." Here is a chart that demonstrates how funds can flow through our service structure:



Guidelines for the Member

As a member of Narcotics Anonymous, there are two things you can do to help make sure your group's money is handled right:

1. You can ask your group treasurer to bring his or her records to every group business meeting, and
2. You can ask that the group hold business meetings at least once a month.

Guidelines for the Group Treasurer

1. A *Guide to Local Services in Narcotics Anonymous* says that clean time counts when we choose group officers:

There are a couple of things to think about when looking for a group officer. One is maturity in recovery. When those new in recovery are elected to a position, they may find themselves deprived of time and energy they need for their early recovery. Group members with a year or two clean are probably already established in their personal recovery. They are also more likely than new members to be familiar with NA's traditions and service concepts as well as group procedures.

Of course, clean time "standards" will vary from one NA community to another. As the Guide says, it is important to "establish *realistic* terms of service and clean time requirements" that work in your community.

2. It is a good idea to have two people count the Seventh Tradition collection, not just the group treasurer or someone else.
3. Do not "borrow" the group's money. Our experience tells us that treasurers and others who make this a practice tend to not return to the fellowship, nor do they return the funds.
4. Do not spend the group's money without asking the group first at a business meeting.
5. If it is practical, open a bank account for your group, and have more than one signature on the account. This will protect your group's money and make it easier to keep track of it.

It is important to remember our Fifth Tradition: "Each group has but one primary purpose—to carry the message to the addict who still suffers." When your group has more money than it needs, make sure you pass the extra money along to the area, region, and world levels of NA service. Extra money hoarded in your group treasury will not help NA carry its recovery message.

7. There should be only one person handling the funds in your group, preferably the treasurer.
8. It is very important that every treasurer hand over his or her records to the next treasurer. Doing this will help the group figure out in the future what has been done with its money in the past.
9. All funds in excess of the prudent reserve (i.e., all money in excess of monthly expenses) should be sent on to other levels of service according to your committee's practice as discussed in the information pamphlet, *Money Matters: Self-Support in NA*.

Procedures for Accurate Group Record Keeping

When practical, each group should have its own checking account. Groups that choose not to have a checking account can do two things to help keep track of their money:

1. Make receipts every time cash comes into or goes out of the group treasury, and
2. Use money orders, not cash, for paying bills and making donations to area, region, or world services.

Every time a check is written or a deposit is made, a record should be made in the group's check register. (The same applies if a group uses cash and money orders. Such groups can just call the form a "cash record" instead of a check register.) If this isn't done, it can take a long time to straighten out the group's money records and match them up with bank statements for the group's account.

The figures in the check register and the bank statement for the account should be matched up every month. If good, easy-to-read records are kept, this will only take a few minutes each month.

Filling in the Group Check 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, then 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, and the check number and the amount of the check under the "Amount" column. 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."

Procedure for Reconciling the Group Check Register Form to the Bank Statement

This must be done each month. When the treasurer receives the bank statement, he or she should "reconcile" it with the check register (in other words, match up the entries in the group's check register with the figures shown on the bank statement) as soon as possible. Doing this each month will make sure that the group's records are right and that any math errors in them are found. The attached Bank Statement Reconciliation Form provides simple, step-by-step instructions.

Record Keeping Without a Checking Account

Groups that choose not to use checking accounts can use the same record system and form included in this handbook; the form can be adapted and copied as needed. Such groups can use money orders instead of checks to pay bills and make donations to area, region, or world services.

Group Financial Reporting

The group treasurer should make a financial report every month. This responsibility is too often overlooked. A written report based upon the Group Treasurer's Report Form included in these guidelines is recommended. Information contained in this report should be taken from the Group Check Register Form.

Group Check Register Form

Name of Group _____

Dates Covered _____ to _____

Date	Description and Purpose	Check No.	Amount	Deposit	Balance
1	Beginning Balance				
2					
3					
4					
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Group Check Register Form

Name of Group _____ Dates Covered _____ to _____

Date		Description and Purpose	Check No.	Amount	Deposit	Balance
1		Beginning Balance				
2						
3						
4						
5						
6						
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Group Check Register Form

Name of Group _____

Dates Covered _____ to _____

Date	Description and Purpose	Check No.	Amount		Deposit		Balance	
1	Beginning Balance							1
2								2
3								3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
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Monthly 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 **not** yet cleared the bank—that is, deposits made by the treasurer that do **not** show up in the bank statement. A checkmark should be made on the Check Register Form next to 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 that have not yet cleared the bank. These will be the checks in the Check Register Form that 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 math 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 Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ **Previous Balance:** _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

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Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records (if needed)

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
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Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____ Newcomers _____
 Leader/Chairperson _____ Attendance (Total) _____
 Old balance _____ **Income** Collection _____
 Plus total income _____ Plus other income _____
 Subtotal _____ Equals total income _____
 Minus total expenses _____ **Expenses** Rent _____
 Equals new balance _____ Plus literature _____
 Plus refreshments _____
 Equals total expenses _____

Date _____ Newcomers _____
 Leader/Chairperson _____ Attendance (Total) _____
 Old balance _____ **Income** Collection _____
 Plus total income _____ Plus other income _____
 Subtotal _____ Equals total income _____
 Minus total expenses _____ **Expenses** Rent _____
 Equals new balance _____ Plus literature _____
 Plus refreshments _____
 Equals total expenses _____

Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income: Collection: _____
 Literature: _____
 Other: _____
Total Income: + _____

Expenses: Rent: _____
 Literature: _____
 Supplies: _____
 ASC Donation: _____
 RSC Donation: _____
 NA World Services Donation: _____
 Other: _____

Total Expenses: – _____
Ending Balance: = _____
Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ **Previous Balance:** _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

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Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
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	Equals total expenses _____

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Leader/Chairperson _____	Attendance (Total) _____
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Plus total income _____	Plus other income _____
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Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____	Income	Collection _____
Plus total income _____		Plus other income _____
Subtotal _____		Equals total income _____
Minus total expenses _____	Expenses	Rent _____
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		Plus refreshments _____
		Equals total expenses _____

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Old balance _____	Income	Collection _____
Plus total income _____		Plus other income _____
Subtotal _____		Equals total income _____
Minus total expenses _____	Expenses	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____

Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income:

Collection: _____

Literature: _____

Other: _____

Total Income: + _____

Expenses:

Rent: _____

Literature: _____

Supplies: _____

ASC Donation: _____

RSC Donation: _____

NA World Services Donation: _____

Other: _____

Total Expenses: - _____

Ending Balance: = _____

Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ Previous Balance: _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

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This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
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Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
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Leader/Chairperson _____	Attendance (Total) _____
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Plus total income _____	Plus other income _____
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Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income: Collection: _____
 Literature: _____
 Other: _____

Total Income: + _____

Expenses: Rent: _____
 Literature: _____
 Supplies: _____
 ASC Donation: _____
 RSC Donation: _____
 NA World Services Donation: _____
 Other: _____

Total Expenses: - _____

Ending Balance: = _____

Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ **Previous Balance:** _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

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Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
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	Equals total expenses _____

Date _____	Newcomers _____
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	Equals total expenses _____

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	Plus refreshments _____
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 Equals total expenses _____

Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income: Collection: _____
 Literature: _____
 Other: _____

Total Income: + _____

Expenses: Rent: _____
 Literature: _____
 Supplies: _____
 ASC Donation: _____
 RSC Donation: _____
 NA World Services Donation: _____
 Other: _____

Total Expenses: - _____

Ending Balance: = _____

Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ **Previous Balance:** _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

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Plus refreshments _____

Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
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Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
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Equals new balance _____	Plus literature _____
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	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
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Leader/Chairperson _____	Attendance (Total) _____
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 Leader/Chairperson _____ Attendance (Total) _____
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 Equals new balance _____ Plus literature _____
 Plus refreshments _____
 Equals total expenses _____

Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income: Collection: _____
 Literature: _____
 Other: _____

Total Income: + _____

Expenses: Rent: _____
 Literature: _____
 Supplies: _____
 ASC Donation: _____
 RSC Donation: _____
 NA World Services Donation: _____
 Other: _____

Total Expenses: - _____

Ending Balance: = _____

Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ **Previous Balance:** _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

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Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
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Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
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Plus total income _____		Plus other income _____
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Minus total expenses _____	Expenses	Rent _____
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Leader/Chairperson _____ Attendance (Total) _____

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Minus total expenses _____	Expenses	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____

Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income:

Collection: _____

Literature: _____

Other: _____

Total Income: + _____

Expenses:

Rent: _____

Literature: _____

Supplies: _____

ASC Donation: _____

RSC Donation: _____

NA World Services Donation: _____

Other: _____

Total Expenses: - _____

Ending Balance: = _____

Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ Previous Balance: _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

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Plus total income _____ Plus other income _____

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Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
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Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
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Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income: Collection: _____
 Literature: _____
 Other: _____
Total Income: + _____

Expenses: Rent: _____
 Literature: _____
 Supplies: _____
 ASC Donation: _____
 RSC Donation: _____
 NA World Services Donation: _____
 Other: _____

Total Expenses: - _____
Ending Balance: = _____
Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ **Previous Balance:** _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

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Subtotal _____ Equals total income _____

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Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
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Leader/Chairperson _____ Attendance (Total) _____

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Subtotal _____		Equals total income _____
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		Plus refreshments _____
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Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____	Income	Collection _____
Plus total income _____		Plus other income _____
Subtotal _____		Equals total income _____
Minus total expenses _____	Expenses	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____

Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income:

Collection: _____

Literature: _____

Other: _____

Total Income: + _____

Expenses:

Rent: _____

Literature: _____

Supplies: _____

ASC Donation: _____

RSC Donation: _____

NA World Services Donation: _____

Other: _____

Total Expenses: - _____

Ending Balance: = _____

Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ Previous Balance: _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____ Newcomers _____
 Leader/Chairperson _____ Attendance (Total) _____
 Old balance _____ **Income** Collection _____
 Plus total income _____ Plus other income _____
 Subtotal _____ Equals total income _____
 Minus total expenses _____ **Expenses** Rent _____
 Equals new balance _____ Plus literature _____
 Plus refreshments _____
 Equals total expenses _____

Date _____ Newcomers _____
 Leader/Chairperson _____ Attendance (Total) _____
 Old balance _____ **Income** Collection _____
 Plus total income _____ Plus other income _____
 Subtotal _____ Equals total income _____
 Minus total expenses _____ **Expenses** Rent _____
 Equals new balance _____ Plus literature _____
 Plus refreshments _____
 Equals total expenses _____

Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income: Collection: _____
 Literature: _____
 Other: _____

Total Income: + _____

Expenses: Rent: _____
 Literature: _____
 Supplies: _____
 ASC Donation: _____
 RSC Donation: _____
 NA World Services Donation: _____
 Other: _____

Total Expenses: - _____

Ending Balance: = _____

Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ **Previous Balance:** _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
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Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____	Income	Collection _____
Plus total income _____		Plus other income _____
Subtotal _____		Equals total income _____
Minus total expenses _____	Expenses	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____	Income	Collection _____
Plus total income _____		Plus other income _____
Subtotal _____		Equals total income _____
Minus total expenses _____	Expenses	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____

Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income:

Collection: _____

Literature: _____

Other: _____

Total Income: + _____

Expenses:

Rent: _____

Literature: _____

Supplies: _____

ASC Donation: _____

RSC Donation: _____

NA World Services Donation: _____

Other: _____

Total Expenses: - _____

Ending Balance: = _____

Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ Previous Balance: _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

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Leader/Chairperson _____ Attendance (Total) _____

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Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____ Newcomers _____
 Leader/Chairperson _____ Attendance (Total) _____
 Old balance _____ **Income** Collection _____
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 Minus total expenses _____ **Expenses** Rent _____
 Equals new balance _____ Plus literature _____
 Plus refreshments _____
 Equals total expenses _____

Date _____ Newcomers _____
 Leader/Chairperson _____ Attendance (Total) _____
 Old balance _____ **Income** Collection _____
 Plus total income _____ Plus other income _____
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 Minus total expenses _____ **Expenses** Rent _____
 Equals new balance _____ Plus literature _____
 Plus refreshments _____
 Equals total expenses _____

Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income: Collection: _____
 Literature: _____
 Other: _____

Total Income: + _____

Expenses: Rent: _____
 Literature: _____
 Supplies: _____
 ASC Donation: _____
 RSC Donation: _____
 NA World Services Donation: _____
 Other: _____

Total Expenses: - _____

Ending Balance: = _____

Prudent Reserve: _____

Group Treasurer's Report

Meeting Record for: _____

Prudent Reserve: _____ **Previous Balance:** _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

Meeting Records

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____ **Income** Collection _____

Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

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Equals total expenses _____

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Plus total income _____ Plus other income _____

Subtotal _____ Equals total income _____

Minus total expenses _____ **Expenses** Rent _____

Equals new balance _____ Plus literature _____

Plus refreshments _____

Equals total expenses _____

This report should be available at all group meetings.

Additional Meeting Records *(if needed)*

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
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	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
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	Plus refreshments _____
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Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____	Newcomers _____
Leader/Chairperson _____	Attendance (Total) _____
Old balance _____	Income Collection _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income _____
Minus total expenses _____	Expenses Rent _____
Equals new balance _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____	Income	Collection _____
Plus total income _____		Plus other income _____
Subtotal _____		Equals total income _____
Minus total expenses _____	Expenses	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
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Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance _____	Income	Collection _____
Plus total income _____		Plus other income _____
Subtotal _____		Equals total income _____
Minus total expenses _____	Expenses	Rent _____
Equals new balance _____		Plus literature _____
		Plus refreshments _____
		Equals total expenses _____

Financial Records

for the period from: _____ **to:** _____

This information should be included with your GSR report to the area

Attendance (Total) _____ Newcomers _____

Beginning Balance (Previous Balance): _____

Income:

Collection: _____

Literature: _____

Other: _____

Total Income: + _____

Expenses:

Rent: _____

Literature: _____

Supplies: _____

ASC Donation: _____

RSC Donation: _____

NA World Services Donation: _____

Other: _____

Total Expenses: - _____

Ending Balance: = _____

Prudent Reserve: _____

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA 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 NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA 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. NA, 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 NA 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 _____

Address _____

City _____ **State** _____ **Zip** _____

Phone # _____ **Email** _____

Notice to treasurers: This booklet 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 fiscal year,
enter the date of the change: _____

If another treasurer took charge before the end of 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 booklet: _____