

Arkansas Regional Service Committee
Treasurer's Report
02/09/03

Hi, Family!

Ending balance on December 8, 2002 was \$1,536.55. Check #1417 for \$35.72 was returned and marked void plus additional income in the amount of \$138.59 was received, check #1422 payable to Bill L. for \$293.09 was advanced for attendance of the 12/01 & 02 SZF in Bentonville, AR, automatic payment of our December and January AT&T bills for \$145.60, and EFT (electronic fund transfers) payments were made to Your Message Center for January and February totaling \$164.00, check #1423 payable to Valerie Mc. for \$78.07 was written to pay Outreach NGSK postage and RSC Minutes copy and postage expense and an additional \$34.16 in ACH payment to AIT, Inc. was made; for a beginning balance today of \$995.94. Our bank account has been reconciled through the January 31, 2003 statement with check #1419, 1422 & 1423, totaling \$413.11, ACH (2/3) to AIT, Inc. totaling \$142.16, AP (2/7) to AT&T for \$79.01 and EFT (2/8) to YMC for \$82.00 remaining outstanding. As of the 2/1/03 statement with Your Message Center, there is a credit balance of \$17.91. We are also carrying a credit for 185 copies at a cost of 4¢ per copy with Mail Boxes Etc. in Mountain Home. In order to save 1¢ per copy when the 12/8/02 RSC Minutes were copied, we paid for 1,000 copies and used 815 of them. In the long run, this saves the region \$10 plus 7-1/8% sales tax. We were welcomed to pay for copies in advance to take advantage of this savings. This expense (\$7.93) has not yet been charged against a particular budget.

Discrepancies for the following treasury requests have been cleared up and verified:

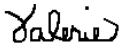
- #1393 dated 03/24/02 to Debby VK -- RSC Secretary advance in the amount of \$60.00 plus forwarded funds from # 1384 in the amount of \$42.24 for a total advance amount of \$102.24 - receipts totaling \$55.78 and cash in the amount of the remaining balance of \$46.46 were received.
- #1414 dated 07/28/02 to Michael R -- SZF advance of \$394.01 - In addition to receipts totaling \$272.87 and a check for the remaining balance of \$121.14, a personal check written for \$50.00 to cover ½ the travel expenses was turned over by the payee to the treasurer for deposit back into the RSC treasury.

The following treasury requests are not yet verified:

- #1371 dated 09/30/01 to Straight Forward Group -- RSC rent of \$50.00 - no receipt turned in.
- #1377 dated 12/02/01 to Texarkana Area -- RSC rent of \$50.00 - no receipt turned in.
- #1388 dated 02/02/01 to Foothills Unity Area -- RSC rent of \$25.00 - no receipt turned in.
- #1389 dated 02/02/01 to Jim E -- PI Workshop expenses of \$50.27 - receipts total \$50.19; an error in requesting amount by \$0.08 above receipt amount.
- #1395 dated 03/24/02 to Yellow Frogs Group -- RSC rent of \$50.00 - no receipt turned in.
- #1400 dated 06/02/02 to The Genesis Group -- RSC rent of \$50.00 - no receipt turned in.
- #1415 dated 09/29/02 to Central Arkansas Area -- RSC rent of \$50.00 - no receipt turned in.

The budget and prudent reserve is attached.

In Loving Service,



Valerie Mc, ARSCNA Treasurer

ARSCNA Treasurer's Final Report

February 09, 2003

	<u>CREDITS</u>	<u>DEBITS</u>	<u>BALANCE</u>
Ending Balance - 12/08/02			1,536.55
X Phonline AT&T [auto payment] 12/02, 1/03	145.60		
X Phonline Your Message Center [electronic fund transfer] 12&01	164.00		
X WebMaster - arscna.org M1-020903 set-up & Jan 1-8/03 difference	34.16		
X RSC Secretary		60.13	
X Outreach - miscellaneous expenses postage NGSK & Grp readings	17.94		
X SZF Representative Bill L. 11/23&24, Evansville IN		293.09	
X Total Income	174.31		
Beginning Balance - 02/09/03			995.94
Total Income received today	75.00		
Balance before budgeted expenses			1,070.94
Treasury Requests <i>[Budgeted Expenses]</i>			<i>(461.98)</i>
___ RD, RD Alternate			
___ Chair/Vice Chair			
X RSC Secretary	81.52		
X Treasurer	20.00		
X Mail Boxes, Etc. Annual box rental (March 1st)	96.00		
___ Mail Boxes, Etc. Pre-paid mail forwarding			
X Literature	11.29		
___ Hospitals & Institutions			
X Outreach - meeting lists	65.00		
___ Outreach - miscellaneous expenses			
X Outreach - new group starter kits	138.17		
___ "ARACNA Mania" newsletter			
___ Southern Zonal Forum Representatives (2)			
X RSC & Subcommittee rent	50.00		
___ Public Information			
___ WebMaster - arscna.org			
Balance before expenses approved by motions			608.96
Motion # Payee & Description <i>[Non-budgeted Expenses]</i>			<i>(90.45)</i>
M1-120802 Valerie Mc. WebMaster - 2 new ink cartridges	67.93		
M3-120802 Valerie Mc. Outreach - NGSK shipping boxes	22.52		
Ending Balance			518.51

Submitted by: Valerie Mc, ARSCNA Treasurer

Date: February 09, 2003

Bi-monthly Treasury Report - Arkansas Regional Service Committee

Num	Date	Payee	C	Category	Amount	Running Balance
1/2/2003 Through 2/10/2003						
Opening Balance as of 1/2/2003						1,536.55
AP	1/7/2003	A T & T	R	Phoneline : toll-free service	(66.59)	1,469.96
EFT	1/7/2003	Your Message Center	R	Split/Multiple Categories	(82.00)	1,387.96
				Phoneline : Balance PREVIOUS	94.22	
				Phoneline : phone charges	(2.78)	
				Phoneline : patches	(0.50)	
				Phoneline : monthly service	(70.00)	
				Phoneline : sales tax	(6.44)	
				Phoneline : Balance CURRENT	(96.50)	
1422	1/23/2003	Bill L		Split/Multiple Categories	(293.09)	1,094.87
				SZF Reps : mileage	(36.96)	
				SZF Reps : motel	(131.13)	
				SZF Reps : food	(90.00)	
				SZF Reps : tapes	(25.00)	
				SZF Reps : registration	(10.00)	
1423	1/23/2003	Valerie Mc		Split/Multiple Categories	(78.07)	1,016.80
				Outreach : postage	(15.36)	
				Outreach : postage	(2.58)	
				Rec. Secretary : copy expense	(34.92)	
				Rec. Secretary : postage	(17.28)	
				Mailbox : copy expense	(7.93)	
	1/24/2003	Deposit		Split/Multiple Categories	144.31	1,161.11
				Donation : Loner Group	47.04	
				Outreach : supplies	35.72	
				Rec. Secretary : funds returned	46.46	
				Donation : Loner Group	15.09	
ACH	2/3/2003	AIT, Inc.		Split/Multiple Categories	(34.16)	1,126.95
				WebMaster : arscna.org	(39.00)	
				WebMaster : arscna.org	4.20	
				WebMaster : arscna.org	(4.36)	
				WebMaster : arscna.org	5.00	
	2/7/2003	Deposit		Donation : Group	30.00	1,156.95
AP	2/7/2003	A T & T		Phoneline : toll-free service	(79.01)	1,077.94
EFT	2/8/2003	Your Message Center		Split/Multiple Categories	(82.00)	995.94
				Phoneline : Balance PREVIOUS	96.50	
				Phoneline : phone charges	(1.11)	
				Phoneline : patches	(1.00)	
				Phoneline : monthly service	(70.00)	
				Phoneline : sales tax	(6.48)	
				Phoneline : Balance CURRENT	(99.91)	
1424	2/9/2003	Tim A		Split/Multiple Categories	(11.29)	984.65
				Literature : postage	(3.85)	
				Literature : travel expense	(7.44)	
1425	2/9/2003	Woodmen of the World		RSC : Rent	(50.00)	934.65
1426	2/9/2003	Mail Boxes Etc.		Mailbox : annual rental	(96.00)	838.65

Bi-monthly Treasury Report - Arkansas Regional Service Committee

Num	Date	Payee	C Category	Amount	Running Balance
1427	2/9/2003	LSRSO, Inc.	Split/Multiple Categories	(138.17)	700.48
			Outreach : New Group starter kits	(29.10)	
			Outreach : New Group starter kits	(23.10)	
			Outreach : New Group starter kits	(23.10)	
			Outreach : New Group starter kits	(21.90)	
			Outreach : New Group starter kits	(6.60)	
			Outreach : New Group starter kits	(17.40)	
			Outreach : New Group starter kits	(16.97)	
1428	2/9/2003	David B	Outreach : copy expense	(65.00)	635.48
1429	2/9/2003	Valerie Mc	Split/Multiple Categories	(191.97)	443.51
			RSC Secretary : postage	(1.52)	
			RSC Secretary : advanced budget	(80.00)	
			Treasurer : budget advance	(19.40)	
			Treasurer : postage	(0.60)	
			Outreach : New Group starter kits	(22.52)	
			WebMaster : supplies	(67.93)	
	2/10/2003	Deposit	Split/Multiple Categories	75.00	518.51
			Donation : Area	50.00	
			Donation : Area	25.00	
Total Month Ending 2/28/2003				(642.60)	
Grand Total				(1,018.04)	518.51

**Arkansas Regional Service Committee of NA
Fiscal Year 2003, effective December 8, 2002**

Budgets Established by Administrative Committee based on actual expenses in 1998
and votes on Motions which were passed by the RSC body

RSC Approved	Position / Subcommittee / Vendor	Bi-monthly \$	Quarterly \$	Semi-Annual \$	Annual \$
Admin 072599	<u>Regional Delegate, RD Alternate</u> WSC expenses WSC Quarterly Service Meeting expenses CAR Workshops and miscellaneous expenses				\$2,650.00 \$1,250.00 \$1,100.00
Admin 072599	<u>Chair, Vice-chair</u> Conference calls, special votes, mail-outs, etc.	\$10.00			
M1-120201: R+C=Sec Admin 072599 M2-032600	<u>Secretary</u> correspondence & mail forwarding printing & postage of mailing minutes	\$20.00 \$125.00			
Admin 072599	<u>Treasurer</u> supplies, postage & long distance	\$20.00			
Admin 072599 M2-092400	<u>MailBoxes, Etc.</u> annual box rental due March 1st pre-paid mail forwarding				\$96.00 \$124.00
M5-060400 M5-060400 M5-060400	<u>Phoneline</u> Your Message Center; monthly service by "EFT" Your Message Center; misc. expenses by "EFT" AT & T; toll-free service by "Automatic Pay"	\$140.00 \$24.00 \$135.00			
M6-072802 M6-072802 M6-072802	<u>Literature</u> travel (plus February @ \$10) hotel (January + \$25, plus February @ \$75) supplies (January + \$10, plus February @ \$20)	\$10.00 \$50.00 \$10.00			
Admin 072599	<u>Hospitals & Institutions</u> phone calls, literature & guidelines	\$40.00			
Admin 072599 M3-032501	<u>Outreach</u> meeting lists copy expense; Jan., June & Sept. miscellaneous expenses 5 "ARSC New Group Starter Kits" @ \$45.45 each	\$10.00 \$227.25	\$100.00		
Admin 072599	<u>"ARACNA Mania" Newsletter</u> printing & postage	\$20.00			
Admin 072599 M2-072901 M3-072901 M4-072901 M5-072901	<u>Southern Zonal Forum Representatives (2)</u> usually in mid February, August & November hotel @\$75.00/ night (receipts) town to town mileage @ \$0.14/mile (no receipt) food (US Federal GSA) @ \$30.00(+)/day (receipts) 2 registrations & 1 set of tapes		\$300.00 \$280.00 \$180.00 \$45.00	(2 nights each) (1,000 mi. each) (3 days each) (\$10 each + \$25)	
Admin 072599	<u>RSC & Subcommittee Rent</u>	\$50.00			
Admin 072599	<u>Public Information</u> printing flyers & mailings materials for presentations	\$20.00			
M1-120802	<u>WebMaster</u> Business Plus semi-annual - arscna.org			\$108.00	
\$7,144.25	PRUDENT RESERVE (times 'x' for annual budget)	\$911.25 6	\$905.00 3	\$108.00 2	\$5,220.00 1
\$13,618.50	ANNUAL BUDGET	\$5,467.50	\$2,715.00	\$216.00	\$5,220.00

December 08, 2002

This budget needs to be revised. Regional Delegate expenses will decrease based on WSC funding and a 2-year conference schedule. Outreach "New Group Starter Kits" is calculated assuming 5 sets will need to be purchased at every RSC. SZF funding can not be figured to an exact budget amount because mileage and food costs vary depending upon where the forum is to be held.