

## Arkansas Regional Service Committee

### Treasurer's Report

August 14, 2004

Hi, Family!

Ending balance on May 9, 2004 was \$1,185.05. Income in the amount of \$316.42 was received, no checks were written, an automatic payment to AIT, Inc. totaling \$108.00 was made, and three EFT (electronic fund transfers) payments to Your Message Center totaling \$246.00 were made; for a beginning balance today of \$1,147.47.

Our bank account has been reconciled through the July 30, 2004 statement with no checks or deposits outstanding.

As of the 8/2/04 statement from Your Message Center, there is a credit balance of \$6.66. Since we switched toll-free providers to MCI on 3/18, we expected that the 4/15 AT&T statement would be our last one. Treasurer@arscna.org got notification of continued statements and upon researching the cause, found that the Phoneline Committee had not closed the account. This is something that needs to be noted in the committee policy when switching carriers. I stopped the automatic draft of our bank account and closed our account with AT&T. We were issued credit for 2 months plus some day's services we had been billed and paid in advance. The final statement was issued on 7/15 and a check for \$31.42 was received and deposited to our bank account. Setting up an MCI calling card sub account did not give us the capability of on-line billing for review of our business account statements. I have received the form for setting up direct debit of our account but no return envelope was enclosed. I will need a second signature on this form and will contact MCI for the mailing address to return the form. Our 7/16 statement from MCI has a balance due by 8/9 of \$1.99. Hopefully, getting set up with direct debit will take care of this balance due and any forthcoming bills from MCI.

Discrepancies for the following treasury requests ('TR') have been cleared up and verified:

- #1459 dated 2/07/04 to Barb H -- \$60.00 for RSC minutes (2/7-8/04) - receipts turned over in the amount of \$71.23 and reimbursement of \$11.23 on 5/9/04 'TR' #1465.

The following treasury requests are not yet verified:

- #1371 dated 09/30/01 to Straight Forward Group -- \$50.00 for RSC rent - no receipt turned in.
- #1377 dated 12/02/01 to Texarkana Area -- \$50.00 for RSC rent - no receipt turned in.
- #1388 dated 02/02/02 to Foothills Unity Area -- \$25.00 for RSC rent - no receipt turned in.
- #1389 dated 02/02/02 to Jim E -- \$50.27 for PI Workshop expenses- receipts total \$50.19; an error in requesting amount by \$0.08 above receipt amount.
- #1395 dated 03/24/02 to Yellow Frogs Group -- \$50.00 for RSC rent - no receipt turned in.
- #1400 dated 06/02/02 to The Genesis Group -- \$50.00 for RSC rent - no receipt turned in.
- #1425 dated 02/09/03 to Woodmen of the World (Texarkana Area) -- \$50.00 for RSC rent - no receipt turned in.
- #1433 dated 03/30/03 to Cope Without Dope Group -- \$50.00 for RSC rent - no receipt turned in.
- #1455 dated 12/07/03 to LSRSO, Inc. -- \$118.79 for CWOD: literature & 2 racks for DCP & a Tx center - no receipt turned in.
- #1461 dated 2/07/04 to Cat B -- \$17.71 for 250 copies of Regional Meeting List for RD to take to WSC 2004 - no receipt turned in.
- #1462 dated 2/07/04 to Tim A -- \$37.78 for supplies for RD to use at WSC 2004 - no receipt turned in.
- #1465 dated 5/9/04 to Barb H -- \$60.00 for RSC minutes (5/8-9/04) - no receipt turned in.

Verification of outstanding treasury requests for which receipts were turned over at this RSC will be reported at the next RSC.

The 2004 budget including income and expenses to date follows this initial report.

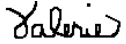
**Arkansas Regional Service Committee**

**Treasurer's Report**

**August 14, 2004**

A partial audit by the Administrative Committee and including the outgoing Treasurer is scheduled for tomorrow morning. If any discrepancies are found, a complete audit will be performed. Results will be reported later in this report.

In Loving Service,



Valerie Mc, ARSCNA Treasurer

**Budget for Fiscal Year 2004****Actual Income & Expenses**

Position / Subcommittee / Vendor	Prudent Reserve	Annual Budget	Actual Money ==>	Expenditures to Date: 8/15/2004	Remaining Spendable Budget
	Expected				
EXPECTED EXPENSES	Quarterly				
<u>ADMINISTRATIVE COMMITTEE</u>					
Chair	\$0.00	\$0.00		\$0.00	\$0.00
Vice-chair	\$0.00	\$0.00		\$0.00	\$0.00
Secretary	\$107.50	\$430.00		\$448.05	(\$18.05)
Treasurer	\$7.50	\$30.00		\$7.40	\$22.60
Regional Delegate	\$170.00	\$680.00		\$331.31	\$348.69
RD Alternate	\$0.00	\$0.00		\$0.00	\$0.00
RSC & Subcommittee Rent	\$50.00	\$200.00		\$50.00	\$150.00
Southern Zonal Forum Representatives (2)	\$1,340.00	\$4,020.00		\$497.16	\$3,522.84
Miscellaneous Workshops	\$62.50	\$250.00		\$0.00	\$250.00
<u>STANDING COMMITTEES &amp; WEBMASTER</u>					
Activities	SEPARATE ACCOUNT			SEPARATE ACCOUNT	
Hospitals & Institutions	\$15.00	\$60.00		\$0.00	\$60.00
Literature	<no budget set>			\$0.00	\$0.00
Outreach	\$464.00	\$1,856.00		\$231.33	\$1,624.67
Phoneline	\$510.00	\$2,040.00		\$1,092.24	\$947.76
Public Information	\$52.50	\$210.00		\$0.00	\$210.00
Website / WebMaster	\$61.50	\$246.00		\$233.90	\$12.10
<u>NON-BUDGETED EXPENDITURES **</u>					
				\$87.45	(\$87.45)
<b>TOTAL EXPECTED EXPENSES</b>	<b>\$2,840.50</b>	<b>\$10,022.00</b>	<b>Actual EXPENSE</b>	<b>\$2,978.84</b>	<b>\$7,043.16</b>
<b>EXPECTED INCOME</b>	<b>(\$1,500.00)</b>	<b>(\$6,000.00)</b>	<b>Actual INCOME</b>	<b>(\$2,889.72)</b>	<b>(\$3,110.28)</b>
<b>NET Difference</b>	<b>\$1,340.50</b>	<b>\$4,022.00</b>	<b>@ Actual NET</b>	<b>\$89.12</b>	<b>\$3,932.88</b>

Prudent infers skill and good judgment in the use of resources.  
Reserve refers to funds set aside for emergencies or other needs.

This Prudent Reserve should safeguard the Region in the event of any unanticipated economic emergencies that may arise.

To date, we have spent \$89.12 MORE than our Income, and our Income is short of our expectations by \$1,610.28.

**\*\* NON-BUDGETED EXPENDITURES:**

RD: copies & supplies for WSC (\$17.71 & \$37.78)  
Web: domain registration to 5/5/2009 (\$31.96)

@ Actual NET differs from 2004 Beginning less Ending Balance due to funds received and expended in 2004 for the fiscal year 2003 totalling \$7.61.

Bank Statement  
Not Available On-Line

Bank Statement  
Not Available On-Line

Bank Statement  
Not Available On-Line

**ARSCNA Treasurer's Final Report**

August 15, 2004

	<u>CREDITS</u>	<u>DEBITS</u>	<u>BALANCE</u>
<b>Ending Balance -</b>			<b>1,185.05</b>
<input checked="" type="checkbox"/> Phonline Your Message Center [\$82.00/month - EFT] 6/1-8/1/2004	246.00		
<input checked="" type="checkbox"/> Website/WebMaster - arscna.org [\$108 - 6-mo. prepay Jan/Jul]	108.00		
Total Income	316.42		
<b>Beginning Balance -</b>			<b>1,147.47</b>
Total Income received today	540.00		
<b>Balance before budgeted expenses</b>			<b>1,687.47</b>
Treasury Requests		<i>[Budgeted Expenses]</i>	760.10
<input checked="" type="checkbox"/> RSC Secretary		70.82	
<input type="checkbox"/> The UPS Store Annual box rental (March 1st) [\$96.00]			
<input type="checkbox"/> The UPS Store Pre-paid mail forwarding			
<input type="checkbox"/> Treasurer			
<input checked="" type="checkbox"/> Regional Delegate		68.50	
<input type="checkbox"/> RD Alternate			
<input type="checkbox"/> RSC & Subcommittee rent			
<input checked="" type="checkbox"/> Southern Zonal Forum Representatives (2)		497.16	
<input type="checkbox"/> Miscellaneous Workshops			
<input type="checkbox"/> Hospitals & Institutions			
<input type="checkbox"/> Literature			
<input checked="" type="checkbox"/> Outreach - meeting lists		31.51	
<input type="checkbox"/> Outreach - miscellaneous expenses			
<input checked="" type="checkbox"/> Outreach - new group starter kits		92.11	
<input type="checkbox"/> Phonline Your Message Center [\$82.00/month - EFT]			
<input type="checkbox"/> Phonline MCI [\$30.43 min/mo]			
<input type="checkbox"/> Public Information			
<input type="checkbox"/> Website/WebMaster - arscna.org [\$108 - 6-mo. prepay Jan/Jul]			
<b>Balance before expenses approved by motions</b>		(760.10)	<b>927.37</b>
Motion #	Payee & Description	<i>[Non-budgeted Expenses]</i>	34.77
M1-081504	LSRSO, Inc. 5 GTLS for NGSK stock (OR)	34.77	
<b>Ending Balance</b>		(34.77)	<b>892.60</b>

Submitted by: Valerie Mc, ARSCNA TreasurerDate: August 15, 2004

Num	Date	Payee	Category	Amount	Running Balance
5/14/2004 Through 8/20/2004					
Opening Balance as of 5/14/2004					1,185.05
EFT	6/8/2004	Your Message Center	Split/Multiple Categories	(82.00)	1,103.05
			Phoneline : Balance PREVIOUS	86.63	
			Phoneline : phone charges	(1.22)	
			Phoneline : patches	(0.50)	
			Phoneline : monthly service	(70.00)	
			Phoneline : sales tax	(7.17)	
			Phoneline : Balance CURRENT	(89.74)	
ACH	7/1/2004	AIT, Inc.	WebMaster : arscna.org	(108.00)	995.05
	7/6/2004	Deposit	Split/Multiple Categories	150.00	1,145.05
			Donation : Group	100.00	
			Donation : Group	50.00	
EFT	7/8/2004	Your Message Center	Split/Multiple Categories	(82.00)	1,063.05
			Phoneline : Balance PREVIOUS	89.74	
			Phoneline : phone charges	(5.96)	
			Phoneline : patches	(2.00)	
			Phoneline : monthly service	(70.00)	
			Phoneline : sales tax	(7.80)	
			Phoneline : Balance CURRENT	(85.98)	
	7/12/2004	Deposit	Split/Multiple Categories	131.42	1,194.47
			Donation : Loner Group	100.00	
			Phoneline : toll-free service	31.42	
	7/30/2004	Deposit	Donation : Loner Group	35.00	1,229.47
EFT	8/8/2004	Your Message Center	Split/Multiple Categories	(82.00)	1,147.47
			Phoneline : Balance PREVIOUS	85.98	
			Phoneline : phone charges	(1.11)	
			Phoneline : patches	(1.00)	
			Phoneline : monthly service	(70.00)	
			Phoneline : sales tax	(7.21)	
			Phoneline : Balance CURRENT	(88.66)	
AP	8/10/2004	A T & T	Split/Multiple Categories	0.00	1,147.47
			Phoneline : toll-free service	(23.18)	
			Phoneline : toll-free service	23.18	
			Phoneline : toll-free service	23.70	
			Phoneline : toll-free service	7.72	
			Phoneline : toll-free service	(31.42)	
1467	8/15/2004	Barbara H	Split/Multiple Categories	(70.82)	1,076.65
			RSC Secretary : reimbursed funds	(10.82)	
			RSC Secretary : budget advance	(60.00)	
1468	8/15/2004	Tim A	Split/Multiple Categories	(565.66)	510.99
			SZF Reps : mileage	(188.16)	
			SZF Reps : food	(129.00)	
			SZF Reps : motel	(150.00)	
			SZF Reps : registration	(10.00)	
			SZF Reps : audio tape set	(20.00)	
			Regional Delegate : copy expense	(68.50)	

Num	Date	Payee	Category	Amount	Running Balance
1469	8/15/2004	Cat B	Split/Multiple Categories	(31.51)	479.48
			Outreach : Regional Meeting Lists	(49.22)	
			Outreach : Regional Meeting Lists	17.71	
1470	8/15/2004	LSRSO, Inc.	Split/Multiple Categories	(126.88)	352.60
			Outreach : New Group starter kits	(19.40)	
			Outreach : New Group starter kits	(15.40)	
			Outreach : New Group starter kits	(15.40)	
			Outreach : New Group starter kits	(14.60)	
			Outreach : New Group starter kits	(5.00)	
			Outreach : New Group starter kits	(11.60)	
			Outreach : New Group starter kits	(30.50)	
			Outreach : New Group starter kits	(15.58)	
			Outreach : New Group starter kits	0.60	
VOID	8/15/2004	MCI WorldCom	Phoneline : toll-free service	0.00	352.60
	8/20/2004	Deposit	Split/Multiple Categories	540.00	892.60
			Donation : Loner Group	240.00	
			Donation : Area	150.00	
			Donation : Area	150.00	
Grand Total				(292.45)	892.60

## Arkansas Regional Service Committee

### Treasurer's Report - Audit Results

August 15, 2004

Hi, Family!

The contents of three (3) randomly chosen treasury record envelopes were scrutinized thoroughly. No discrepancies were found therefore the audit will stand as completed through May 9, 2004.

Numerous treasury requests remain outstanding or not verified by receipts. The Administrative Committee asked the RSC body how they want these to be handled. The decisions follow.

Most of the outstanding were requests for rent made by hosting areas or loner groups. There was much discussion, motion raising and discovery of information inadvertently left out of the last guideline revision. The minutes should best reflect what took place and how these are to be handled, now and in the future.

- #1371 dated 09/30/01 to Straight Forward Group -- \$50.00 for RSC rent - no receipt turned in.
- #1377 dated 12/02/01 to Texarkana Area -- \$50.00 for RSC rent - no receipt turned in.
- #1388 dated 02/02/02 to Foothills Unity Area -- \$25.00 for RSC rent - no receipt turned in.
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- #1433 dated 03/30/03 to Cope Without Dope Group -- \$50.00 for RSC rent - no receipt turned in.

The following request is to be written off:

- #1389 dated 02/02/02 to Jim E -- \$50.27 for PI Workshop expenses- receipts total \$50.19; an error in requesting amount by \$0.08 above receipt amount.

Receipts are expected by the next RSC for the following request:

- #1455 dated 12/07/03 to LRSO, Inc. -- \$118.79 for CWOD: literature & 2 racks for DCP & a Tx center - no receipt turned in.
- #1462 dated 2/07/04 to Tim A -- \$37.78 for supplies for RD to use at WSC 2004 - no receipt turned in.

Discrepancies for the following treasury request ('TR') have been cleared up and verified:

- #1461 dated 2/07/04 to Cat B -- \$17.71 for 250 copies of Regional Meeting List for RD to take to WSC 2004 - amount credited against request on 8/15/04 'TR' #1469.
- #1465 dated 5/9/04 to Barb H -- \$60.00 for RSC minutes (5/8-9/04) - receipts turned over in the amount of \$70.82 and reimbursement of \$10.82 on 8/15/04 'TR' #1467.

In Loving Service,



Valerie Mc, ARSCNA Treasurer