

Arkansas Regional Service Committee

Initial Treasurer's Report

November 6, 2004

Hi, Family!

Ending balance on August 15, 2004 was \$892.60. Income in the amount of \$1,336.20 was received, one check was written to MCI in the amount of \$150.00, and three EFT (electronic fund transfers) payments to Your Message Center totaling \$246.00 were made; for a beginning balance today of \$1,832.80.

Our bank account has been reconciled through the October 2004 statement. Emily will need to report the outstanding checks since I have already turned over the treasury files.

As of the 11/1/04 statement from Your Message Center, there is a credit balance of \$1.79. I mailed the form for setting up direct debit of our account for toll-free service provided by MCI but it is not yet in effect. As reported at the last RSC, our 7/16 statement from MCI had a balance due by 8/9 of \$1.99. Subsequent statements (8/16, 9/16 & 10/16) have been received for a total amount owing of \$113.93. Since the direct debit had not taken effect at this point, I issued a check (reported above) to cover our account balance and pay an estimated amount (\$36.07) toward the 11/16 billing cycle. Hopefully, direct debit will take effect soon, but may not happen at all. I have gotten conflicting information from MCI representatives regarding direct debit of business accounts. Some have stated that it is not currently available, however, at least two representatives have mailed us the form for filling out, signing and return to MCI. Follow-up may be necessary to ensure our account does not fall delinquent enough for disconnection.

After auditing the books, the ARSC Body agreed to write-off the following unverified treasury requests:

- #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 Edmunds -- \$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.

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

- #1461 dated 2/07/04 to Cat Byrd -- \$17.71 for 250 copies of Regional Meeting List for RD to take to WSC 2004 - copies not made separately from bi-annual printing, amount credited toward 8/15/04 'TR' #1469.
- #1465 dated 5/9/04 to Barb Heath -- \$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.

The following treasury requests are not yet verified:

- #1455 dated 12/07/03 to LSRSO, Inc. -- \$118.79 for CWOD: literature & 2 racks for DCP & a Tx center - no receipt turned in. (8/15/04 - Valerie to contact LSRSO, Inc. for copy of invoice)
- #1462 dated 2/07/04 to Tim Arnoldussen -- \$37.78 for supplies for RD to use at WSC 2004 - no receipt turned in. (8/15/04 Tim to gather receipts left at home and turn over to Treasurer)
- #1467 dated 8/15/04 to Barb Heath -- \$60.00 for RSC minutes (8/14-15/04) - no receipt turned in. (outgoing Secretary reported receipts totaling \$66.60 and reimbursement of \$6.60 overage not being requested, considering it a donation to ARSCNA)

In Loving Service,

 ... Valerie Mc, outgoing ARSCNA Treasurer

Budget for Fiscal Year 2004

Actual Income & Expenses

| Position / Subcommittee / Vendor | Prudent Reserve | | Actual Money ==> | Expenditures to Date: 11/5/2004 | | Remaining Spendable Budget |
|--|---------------------|---------------------|------------------|---------------------------------|---------------------|----------------------------|
| | Expected | Annual Budget | | Quarterly | | |
| ADMINISTRATIVE COMMITTEE | | | | | | |
| 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 | |
| STANDING COMMITTEES & WEBMASTER | | | | | | |
| SEPARATE ACCOUNT | | | | | | |
| Activities | | | | | | |
| 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 | | \$1,488.24 | \$551.76 | |
| Public Information | \$52.50 | \$210.00 | | \$0.00 | \$210.00 | |
| Website / WebMaster | \$61.50 | \$246.00 | | \$233.90 | \$12.10 | |
| NON-BUDGETED EXPENDITURES ** | | | | | | |
| TOTAL EXPECTED EXPENSES | \$2,840.50 | \$10,022.00 | | \$3,374.84 | \$6,647.16 | |
| EXPECTED INCOME | (\$1,500.00) | (\$6,000.00) | | (\$4,225.92) | (\$1,774.08) | |
| NET Difference | \$1,340.50 | \$4,022.00 | | (\$851.08) | \$4,873.08 | |

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.

| Num | Date | Payee | Category | Amount | Running Balance |
|---------------------------------|------------|---------------------|-------------------------------|----------|-----------------|
| 8/21/2004 Through 11/8/2004 | | | | | |
| Opening Balance as of 8/21/2004 | | | | | 892.60 |
| EFT | 9/8/2004 | Your Message Center | Split/Multiple Categories | (82.00) | 810.60 |
| | | | Phoneline : Balance PREVIOUS | 88.66 | |
| | | | Phoneline : phone charges | (7.88) | |
| | | | Phoneline : patches | (1.50) | |
| | | | Phoneline : monthly service | (70.00) | |
| | | | Phoneline : sales tax | (7.94) | |
| | | | Phoneline : Balance CURRENT | (83.34) | |
| 1472 | 9/22/2004 | MCI WorldCom | Split/Multiple Categories | (150.00) | 660.60 |
| | | | Phoneline : toll-free service | (1.99) | |
| | | | Phoneline : toll-free service | (40.32) | |
| | | | Phoneline : toll-free service | (37.75) | |
| | | | Phoneline : toll-free service | (33.87) | |
| | | | Phoneline : toll-free service | (36.07) | |
| | 9/24/2004 | Deposit | Split/Multiple Categories | 150.00 | 810.60 |
| | | | Donation : Group | 50.00 | |
| | | | Donation : Loner Group | 100.00 | |
| EFT | 10/8/2004 | Your Message Center | Split/Multiple Categories | (82.00) | 728.60 |
| | | | Phoneline : Balance PREVIOUS | 83.34 | |
| | | | Phoneline : phone charges | (2.50) | |
| | | | Phoneline : patches | (2.50) | |
| | | | Phoneline : monthly service | (70.00) | |
| | | | Phoneline : sales tax | (7.50) | |
| | | | Phoneline : Balance CURRENT | (82.84) | |
| | 10/25/2004 | Deposit | Split/Multiple Categories | 175.00 | 903.60 |
| | | | Donation : Group | 25.00 | |
| | | | Donation : Group | 50.00 | |
| | | | Donation : Group | 100.00 | |
| | 11/5/2004 | Deposit | Activities : Excess funds | 1,011.20 | 1,914.80 |
| EFT | 11/8/2004 | Your Message Center | Split/Multiple Categories | (82.00) | 1,832.80 |
| | | | Phoneline : Balance PREVIOUS | 82.84 | |
| | | | Phoneline : phone charges | (2.18) | |
| | | | Phoneline : patches | (1.50) | |
| | | | Phoneline : monthly service | (70.00) | |
| | | | Phoneline : sales tax | (7.37) | |
| | | | Phoneline : Balance CURRENT | (83.79) | |
| Grand Total | | | | 940.20 | 1,832.80 |