

Group Treasurer's Workbook

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 _____

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.

Group Treasurer's Workbook

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 _____
