

Capital Area Service Committee Meeting Minutes

Sunday, October 7th, 2018

Opening

The meeting was opened at roughly 2:10 p.m. with the Serenity Prayer.

The 12 Traditions of Narcotics Anonymous were read.

The 12 Concepts of NA Service were read.

The Narcotics Anonymous Service Prayer was read.

Roll Call and Approval of Minutes

Roll call was taken by the secretary.

- There were 17 home groups were present at the time that Roll Call was first taken.
- There were 10 Officers were present at the time that Roll Call of Officers was taken.
- Minutes approved for September.
 - ¹Home Group Roll Call sheet has been attached.
 - ²Officer Roll Call sheet has been attached.
 - ³An updated Contact Sheet for CASC Officers has been attached.

Old Business

Deciding whether to Accept Angela's Payment

- The chair explained that the agreement which we decided upon last month was not signed by Angela K. Angela still made a payment of \$100 this month.
- The concern is raised that since we gave her a receipt for the money we have legally accepted her agreement at the lower figure of \$2508.32.
- There was a dispute as to whether such an agreement was ever made and signed. It was clarified that yes, an agreement for \$2508.32 was signed by Angela and witnessed by the CASC Secretary and Treasurer, David and Michelle, respectfully.
 - ⁴The original signed agreement has been attached.

Nikki's Payment

- The numbers on Nikki's misappropriation were mentioned. The Alternate Chair made a comment that one of the GSRs had told Nikki that she should not pay. No proof for this statement was provided, and the accused GSR stood up to defend himself to the body.

Revisiting Susan G. for Alternate Regional Committee Member (RCM)

- After the discussion on Nikki's payment, it was brought to the floor by the chair that Susan G. never submitted a resume for Alternate RCM (only RCM), and that her position was not formally voted upon by the GSRs. Although we wished to revisit this matter, Susan was not present at the CASC at this time, and so her election to Alt. RCM was reversed; thus, the position of Alternate RCM is once again vacant.

New Business

Motion to Provide Coffee and/or Lemonade, Sweet Tea, Kool-aid, Snacks, etc.

- Discussion was held on this motion. In summary, a GSR would like for refreshments to be provided at the CASC meeting in order to improve the hospitality and atmosphere.
- The one member stepped up and volunteered. As he did this, home groups offered to give him donations.
- A member commented that if an individual member starts taking donations, accounting procedures will have to be put in place to ensure no misappropriation takes place.
- The solution was proposed that we just include a small figure on the motion and send it back to the home groups to approve. The amount of \$15 per month was suggested, and this has been included in the motion which is going back this month for home group discussion.

⁵The motion has been attached.

Resumes

- None

Reports

Officer Reports

Chair – Sheryl K.

Chair's report was given.

She strongly emphasized that the SEZF is going to be in the Capital Area coming up on December 7th-9th, 2018. She strongly encourages everyone to come out and participate in this service symposium, specifically on the 8th.

⁶The flyer concerning this event has been attached.

⁷The report which was submitted has been attached in full.

Alternate Chair – Darren L.

- Alternate Chair's written report was given verbally. Since there is no chair for Outreach currently, his report should double as that report for that subcommittee this month.
- There was an additional concern regarding one home group. There was a concern that this home group is passing the basket and there is no literature or keytags available. Originally the home group stated was Spiritually High, but then it was corrected to Life on Life's Terms. Another home group referenced Spiritually Connected in this discussion.
- The Policy Chair mentioned that Spiritually Connected was a new meeting that needs support in keytags and literature.
- Life on Life's Terms has large attendance on Sunday because the church feeds people who come early.
- The day in the park was not well-attended.

⁸The report which was submitted has been attached in full.

Secretary – David K.

Secretary's report was given.

⁹The report which was submitted has been attached in full.

Treasurer – Michelle M.

Treasurer's report was given.

Beginning balance: \$ 2349.07 (Sept)

Deposits: \$ 438.00

Expenses: \$ 676.51

Available balance: \$ 2110.56 (09/30/18)

Above prudent reserve: \$ 310.56

- The concern was raised that there had not been fund flow this month.
- The defense was there was a large number of uncertain expenses that were going to come up this month, and therefore no donation was made just in case.
- For clarity, the treasurer will send a donation to this month.
- Here there was a 15-minute discussion on how expenses, prudent reserve, and available balance works.

¹⁰The report which was submitted has been attached in full.

Regional Committee Member (RCM) – Kay W.

The RCM's report was given.

¹¹The report which was submitted has been attached in full.

Subcommittee Reports

Hospitals & Institutions

- H&I's report was given by Willie T. (Hospitals & Institutions Chair).
- Triangle Springs is asking for more dates for us to come out.
 - o Monday night is a potential night, since we stopped going into Holly Hill.
- Biggest issue is Holly Hill. None of us want to give up on Holly Hill.
 - o Idea is to meet up with Public Relations and draft a letter to reach out to Holly Hill to address the concern.
 - o Clarity was added by the Alternate Chair.

¹²The report which was submitted has been attached in full.

Public Relations

- PR's report was given by Susan C. (Public Relations Chair).
- Update on meeting directories and presentations which were done.
- Another reminder about the SEZF meeting on December 7th through 9th.
- The chair also mentioned the stats from WCNA 37.

¹³The report which was submitted has been attached in full.

Policy

- Policy's report was given by Delphyne F. (Policy Chair).
- There was a large discussion about the policy budget.
- She is asking anyone who would like to participate in the Policy Subcommittee to contact Delphyne at [REDACTED]

¹⁴The report which was submitted has been attached in full.

Outreach

- Outreach's report was given by Darren L. (CASC Alternate Chair).
The report which was submitted is included as an attachment under Alt. Chair.

Activities

- Activities' report was given by Shahid W. (Activities Chair).
- The transcript of the report which was submitted reads as follows:

ASC Activities Chair Report

My name is Shahid, thank for allowing me to serve as your Activities Chair. First and foremost, I would like to show my appreciate for this area for showing up for our Area Appreciation day / Fun in the Park event. It was a great turn out, two wonderful speakers, lots of food and fun. But mainly the fellowship was big. We collected \$56 in donations which we are donating to Area. Out of the \$282 that we received for this event, we spent \$245.13, which left us with \$5. I turned in all receipts and also remaining balance. I'm open for any questions of concerns. Other than that, thanks for allowing me to be of service.

Shahid, ASC Activities Chair

10 / 07 / 18

Ad Hoc / Special Reports

Ad Hoc Convention Policy

- Convention Policy Ad Hoc report was given by Chris G. (CPAH Chair).
- The policy is ready for review. It is 13 pages, and everyone will need to review a copy of this with their home group.
- PLEASE SEND ALL COMMENTS / REVIEWS / SUGGESTIONS TO CHRIS G. OR THE AD HOC COMMITTEE AS SOON AS POSSIBLE.

¹⁵The report which was submitted has been attached in full.

*A separate email was sent out with the policy.

Temporary Convention Treasurer – Tim H.

- The Convention Treasurer's report was given by Tim H. (Temp. Convention Treasurer)
- This report was given at 2:52pm, between Secretary and Treasurer Report.
- Summary of Figures are listed below.

Beginning balance: \$ 1704.33 (as of 9/01/2018)

Deposits: \$ 0.00

Expenses: \$ 10.00

Ending balance: \$ 1694.33

Outstanding: \$ 30.00

Available Balance: \$ 1674.33 (as of 09/28/2018)

- We have a remaining amount to repay of \$480.00. Given that every member who can collect their refunds for pre-registration, we may be required to pay up to this amount.

¹⁶The report which was submitted has been attached in full.

Homegroup Concerns

- There were no home group concerns this month.

Second Roll Call

A second roll call was taken at this point.

- There were 10 of the original 17 GSRs still present.
 - Thus, GSR retention was 60.0%.
 - o This figure is an increase in GSR retention compared to September.
 - 9 of the original 10 Officers had departed early, and one showed up late and stayed until the end.
 - Thus, Officer retention was 90.0% with one late arriver who stayed until the end.
 - o This figure is an increase in Officer retention compared to September.
- (the column containing this data has been erased on the home group roll call sheet).

Close

The meeting was called to a close at roughly 4:00 p.m. with a unity circle and the "We" version of the Serenity Prayer.

Below is a schedule of CASC meetings for the remainder of this service year.

November 4th, 2018

December 2nd, 2018

January 6th, 2019

February 3rd, 2019

March 3rd, 2019

April 7th, 2019

May 5th, 2019

June 2nd, 2019


July 7th, 2019

Therefore, the next CASC meeting is scheduled for November 4th, 2018.

*a calendar file including all these dates has been attached to the email

This concludes the minutes for the October 7th, 2018 meeting of the CASC.

In loving service,

David K
CASC Secretary ('18-'19)
Secretary@CapitalAreaNCNA.com


Angela K. [redacted]
[address on file]

July 27, 2018

Capital Area of Narcotics Anonymous (North Carolina)
PO Box 10953
Raleigh, NC 27605

Re: Intent to Pay

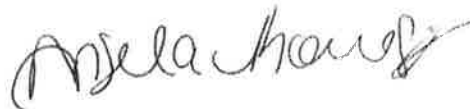
Capital Area:

I hereby acknowledge that I am indebted to the Capital Area of Narcotics Anonymous in the amount of \$2508.32 due to my failure to monitor money as expected.

I will repay said debt by making payments of \$100.00 until the debt is satisfied. Payments will commence immediately and will be tendered to whomever the CASC designates.

I am deeply sorry for my actions which created this debt. I am directly available to any group, Committee, or individual who may want to express how they feel, ask questions, make suggestions, or anything else regarding this matter; my number is [redacted]

Humbly,



Angela K. [redacted]
[redacted]
[redacted]@yahoo.com



Witness Signature | Michelle M. [redacted]



Witness Signature | David K. [redacted]



Capital Area Service Committee
Motion Form

Date: 10-7-2018

Motion made by: Amy C. [REDACTED] - Let the Healing Begin

Second: Spencer P. [REDACTED] Young Connections to Recovery

Motion reads as follows: To provide Coffee and/or Lemonaid/
Sweet Tea / Kool-aid and/or Snacks

Intent: To provide Hospitality to GSRs /
to have more GSRs participate
\$15.00 / month for Coffee

Carried _____

Failed _____

Tabled _____

Amended _____

Back to 10/7/18
Home Groups

Policy _____
Change

For _____

Against _____

Abstain _____

Southeastern Zonal Forum



December 7th-9th, 2018

DoubleTree by Hilton Raleigh-Cary

500 Caitboo Avenue, Cary, NC 27518

\$99/night, please reserve by Nov 17th

Book online with the QR code or the link: <https://tinyurl.com/ybwbkcab>

Or call the hotel (919) 239-4447, mention group code SEZF or 600.

Travel from RDU airport to hotel via Taxi/Uber/Lyft



Friday December 7th (Dogwood Room)

| | |
|---------|---------------------------------|
| 1pm-4pm | PR Roundtable for Professionals |
|---------|---------------------------------|

Saturday December 8th (Bradford A Room)

| | |
|---------------|---|
| 9:00a-10:00a | Open Forum |
| 10:15a-11:45a | Fellowship Development / Outreach |
| 12:00p | Lunch Break |
| 1:15p-2:00p | Metro / Shared Services |
| 2:00-2:45p | Monthly PR Task Force Meeting (Live Streamed) |
| 3:00p-4:30p | Drug Replacement Therapy + Medically Assisted Treatment in NA Issue Discussion Topic |
| 5:45p | Meet in Hotel Lobby to Depart for Speaker Jam (Transportation Provided) |
| 7:00p-9:00p | Speaker Jam + Potluck (hosted by Steps Into Recovery Group, 1301 S Main Street, Lillington, NC) |

Sunday December 9th (Dogwood Room)

| | |
|--------------|------------------------|
| 8:00a-11:30a | Zonal Business Meeting |
|--------------|------------------------|

Need More Information? Contact: regionaldelegate@ncregion-na.org

Sheryl K. ASC- chair

October 7, 2018

Report

Thanks to all the GSR's for your participation and input in the Area. It has been a pleasure persisting over the Area with such great members. We have to discuss two concerns from last month. The payment from Nikki and Angela update, and if there was a letter signed at the first encounter with Angela. There are several open positions and the Area need your help in fulfilling these seats. Please submit any resume from your members and bring to the area next meeting.

The area needs all the GSR's to encourage at least one group who has not attended the Area to come and help us continue to provide unity for the Capitol area. We had 17 groups at the current Area out of 52 groups in the Capitol Area, please encourage each other to continue Tradition 1 Unity and our primary purpose to carry the message.

Thank

Sheryl K.

Information on the Southeastern Zonal Forum: Zonal Guidelines

Guidelines for the Southeastern Zonal Forum of Narcotics Anonymous

Approved April 2016

Mission Statement

The mission of the Southeastern Zonal Forum is to provide a regularly scheduled time and place where representatives of the member regions come together to further our primary purpose, "to carry the message of recovery to the still suffering addict", through service oriented discussions, workshops, events and task forces. The Southeastern Zonal Forum's primary function is to facilitate joint,

ulti-regional efforts that serve our member regions and are directly responsible to the Regional Service Committees within the zone.

The Forum is comprised of Regional Delegates and Alternate Delegates from within the geographical boundaries of the Southeastern Zone.

To accomplish its primary purpose, the Southeastern Zonal Forum has established guidelines that provide direction and accountability for its actions. The member Regions must approve these guidelines unanimously before being enacted, amended, added to, deleted or changed in any way.

The Southeastern Zonal Forum will conduct itself in accordance with the Twelve Traditions and the Twelve Concepts for NA Service so that a spirit of selfless service and not of government remains always as its guidepost.

It is clear that this structure shall act as a service to the Regions and not as another level of service between the Regions and NAWS.

December 2018

Southeastern Zonal Forum

December 7 @ 1:00 pm - December 9 @ 11:30 am

*Doubletree by Hilton Raleigh-Cary, 500 Caitboo Avenue
Cary, NC 27518 United States + [Google Map](#)*

Southeastern Zonal Forum December 7th-9th, 2018 Location Doubletree by Hilton Raleigh-Cary 500 Caitboo Avenue, Cary, NC 27518 \$99/night, please reserve by Nov 17th Book online with the QR code or the link: <https://tinyurl.com/ybwbkcab> Or call the hotel (919) 239-4447, mention group code SEZF or 600. Travel from RDU airport to hotel via Taxi/Uber/Lyft Schedule Friday December 7th (Dogwood Room) 1pm-4pm PR Roundtable for Professionals Saturday December 8th (Bradford A Room) 9:00a-10:00a Open Forum 10:15a-11:45a Fellowship Development / Outreach 12:00p Lunch...

**Steps Into Recovery Group +
Crossroads Area +
North Carolina Region**



present

Speaker Jam + Potluck

**3 Speakers From Around The
SOUTHEASTERN ZONAL FORUM**

Free Event

Food Donations Accepted

Contact:

Patty B (Crossroads Area Activities Chair)

(919) 753-8494

When: Saturday, December 8th, 2018

7:00pm-9:00pm

**Where: Crossroads Community Church
1301 S Main Street, Lillington, NC 27546**

Capital ASC area meeting

Vice Chairperson report

10/7/18

Dear ASC as our Vice area chairperson I have a short report

First, I had an opportunity to speak with our new H&I chairperson about the changes that have taken place at Holly hills. This area may have to reevaluate taking a meeting into the center because the numbers of client coming down to our H & I presentation are dwindling down to 1 or 2 clients when a full panel shows up to do a presentation.

Second, had a conversation with a few concern members about the home group *Life on Life teams* ~~Spiritually High~~ that meets on Sundays at 4pm. As we do not have an outreach chairperson yet; so, as our area vice chair assumed the role of outreach chairperson until this area elect and outreach chairperson. I had a conversation with one of the home group members and asked if there anything our area could do because there are a few concerns. One being they have missed the last 4 area meeting, 2nd they pass a basket and they still do not have lecture to sell or key tags to hand out and they are on our meeting schedule being a home group that is part of our area I just wanted to let them know we are here to help in anyway. The member informed me that they will send GSR to area this month to asked for help keeping the doors open and to answer any concern the ASC committee may have.

And lastly, I went to our area appreciation day in the part, even though the members who were there had a great time I was very disappointed of how few people where there, none of our chairperson where there like H&I, PR, etc. The capital is 2nd only to the charlotte area, the park in my opinion should have been fill to capacity with our area members if we truly want to heal in this area than we all must be a part of, showing up to our area function is a very good way to start healing.

Your humble servant Darren L

Vice chairperson of the Capital Area

ASC Secretary Report

October 7th, 2018

Dear Capital Area,

Below is an overview of the tasks which I have completed as they relate to Secretarial duties laid out in policy.

- 1) The minutes were sent out on 09/23/2018.
 - a. If you did not receive these minutes, please write down your contact information (name and email address, at least, and preferably phone number) and hand it to me promptly. Alternatively, you can email me at Secretary@CapitalAreaNCNA.com.
- 2) The PO box has been checked several times this month, with one major document coming through concerning the finances on the Convention Committee audit. Tim was contacted immediately.
- 3) Hiter, our web servant, has uploaded the minutes from September to the website.
- 4) There is, or was, a document going around to document the GSR email addresses and phone numbers for distribution within the ASC. This information will **not** be included in the minutes (which go on our public website); instead, it will be distributed via email to GSRs and other members currently active in the ASC. If you have concerns about your contact information being included here, please only include your name.
- 5) Lastly, roll call has been implemented at the beginning and end of the CASC meeting for two months now. If you have any major concerns with the process, please bring them to the floor in group concerns. If you have minor recommendations or ways you would like to adjust that process, please see me after the meeting or contact me via the information in the signature below.
- 6) There are two documents which the secretary should have to "present [to] new prospective home group [GSRs]", including "a motion form to join the area" and "the questionnaire for New Home Groups". I do not have these documents. There is a third document, the P.I. (now PR) information form, and this document has recently been presented by the PR Chair. I have reached out to Janet, current Alternate Secretary, and former ASC Secretary, for more information on these documents – she is trying to uncover them now, and we will have them available as soon as possible.

If you know of a matter which needs to be brought to the attention to the CASC as a whole, or a specific portion of the CASC, feel free to reach out to me if you are unable to handle that communication yourself. Thank you for this opportunity to serve the home groups in the Capital Area. I sincerely appreciate the impact this position has made on other areas of my life thus far.

Respectfully submitted,



David K
ASC Secretary ('18-'19)
Secretary@CapitalAreaNCNA.com





CASC TREASURERS REPORT – October 7th, 2018

Date: 10/07/2018
From: Michele M., CASC Treasurer
Re: Treasury Report for the month of September 2018

Dear Capital Area,

I would like to thank the Capital Area for allowing me to serve in this position. Service work is a suggestion of the program of Narcotics Anonymous and I am grateful to be doing so. Attached are the Income and Expense statements for September.

SEPTEMBER 2018 STATEMENT

| | |
|---|---|
| The beginning balance on 09 07/2018 was: | \$2,349.07 |
| Deposits in July totaled: | \$ 438.00- Deposit of Area Donations on 9/9/18 |
| Checks and deductions totaled: | \$ 676.51 - See attached detailed Income & Expense Report |
| Ending balance on 10/07/2018: | \$ 2,110.56- See attached PNC Bank Statement |
| Outstanding checks not cleared: | <u>\$ 0</u> - |
| Available balance on 08/05/2018: | \$2,110.56 |

Our available balance as of today is \$2,110.56. This available balance puts us \$310.56 **ABOVE** the policy mandated prudent reserve of \$1,800.00. See attached PNC bank activity report and the Income and Expense statement.

Thanks for allowing me to be of service.

Your trusted servant,

Michele M., CASC Treasurer

Attachments:

- September 2018 Income & Expense reports
- September 2018 PNC Bank Statement

Capital Area NA Homegroup Donations Received

| Homegroup Name | Amount | Homegroup Name | Amount | Homegroup Name | Amount |
|--------------------------------|-----------------|----------------------------------|-----------------|-------------------------------|---------------|
| A New Beginning | | Lunatic Fringe | | Rediscovery Through Recovery | |
| Basic Text Study | | Man Up | | Saturday Night Miracles | |
| Believe It or Not | | Mid Day Miracles | \$20 | Serenity In The Morning | |
| Came to Believe | | Miracles In Progress | | Serenity Seekers | |
| Candlelight Recovery | | NA At Noon | | Southside Recovery | |
| Circle of Hope | | NA In the PM | | Spiritual Change | \$25 |
| Constantly Searching | | NA Way | \$30 | Spiritually High | |
| Courage to Change | | Never Alone | | Sweet Serenity | |
| Daily Reprieve | \$100 | Never Alone Never Again | | The Seekers | |
| Expect a Miracle | | New Beginning | | The Journey Continues | |
| Faith Thru Principles | | New Horizons | | Together We can | \$50 |
| Freedom Through Recovery | | New Horizons East | | Trust the Process | |
| Grow Up or Die | | New Way of Life II | | Tuesday Night Live | \$20 |
| I Can't, We Can | | One Day at a Time | | Way to Grow | \$50 |
| Highest Point of Freedom | | Our Common Welfare | | We Do Recover | \$10 |
| Hard Core | | Out of The Forest | | Welcome Home | |
| Hope in Recovery | | Out To Lunch | | Why Are We Here | |
| In From The Storm | | Peace in The AM | \$14 | Women In Recovery | |
| Let The Healing Begin | | Phoenix Group | | Young Connections to Recovery | |
| Life on Life's Terms | | Primary Purpose | | Other Income | |
| Life or Death | | Principles & Traditions | \$18 | Misc: | |
| Living By the Book | | Principles B4 Personalities | \$34 | | |
| Living Clean & Serene | \$47 | Recovery In the Hood | \$20 | Nikki - Repayment | |
| Total Donations/ Income | \$438.00 | Total Homegroup Donations | \$438.00 | Total Other Income | \$0.00 |

Capital Area NA Treasurers Report - October 7th, 2018 Area Meeting Income Expense Statement for September 2018

| | | | | | |
|--|------------------|-------------------|--------------------------------------|--|--------------------------------------|
| Beginning Balance: | 10/7/2018 | \$2,349.07 | Period: 09/01/2018-09/30/2018 | | |
| Income/ Revenue Section 1 | | | | | |
| Type of Deposit/debit | Date | Amount | Notes | Description | |
| Group Donations/ Repayments - CASH | 9/9/2018 | \$438.00 | | Group donations received at Area Meeting | |
| Total Income/ Revenues | | \$438.00 | | | |
| Repayment of Mis-Appropriated Funds | | | | | |
| Amount shown here is included in the total of donations above | | | | | |
| Type of Deposit/debit | Date | Amount | Balance | Description | |
| Nikki | | | \$1,156.41 | 8 Repayments to date - last payment on 11/5/17 | |
| Sub Total Income/ Revenues | | | \$1,156.41 | | |
| Expense Section | | | | | |
| Type of Bill or Payment | Date | Check # | Amount | Notes | Policy Description |
| SUB COMMITTEES | | | | | |
| H&I Committee | | | | | |
| H&I Literature | | | \$194.64 | | H&I Literature - |
| H&I Office Supplies | | | | | H&I - Office Supplies |
| H&I Learning Day one per year | | | | | One Learning Day - per Policy |
| PR and Website | | | | | |
| Phone Line - Auto Draft Monthly | 5th monthly | AD | \$33.87 | | Varies slightly - averages \$30.93/ |
| Meeting Directories | | | | | Varies slightly - Quarterly Printing |
| Website - Auto Draft Go Daddy | 16th monthly | AD | | | On Autodraft |
| Text Blasting-Auto Draft Monthly | 9th monthly | AD | \$10.00 | | On Autodraft-TEXTEDLY.COM |
| PR Literature | | | | | '75 Monthly Budget |
| PR Chair Travel Expenses | | | | | |
| Outreach | | | | | \$35 Monthly allocation per policy |
| Policy | | | \$30.00 | | \$30 Monthly allocation per policy |
| Activities Committee | | | \$250.00 | | For Area Anniversary Function(s) |
| AREA SERVICE COMMITTEE | | | | | |
| Fairmont United Methodist Church | 1st monthly | 1894 | \$50.00 | | ASC - Rent |
| Secretary | | | | | Varies slightly |
| Treasurer - Office Supplies | | | | | |
| Treasurer -Storage Rent | 9th monthly | AD | \$105.00 | | Security Self Storage |
| Chairperson | | | | | |
| RCM Travel/ Expenses | | | | | |
| Bank Fees | | AD | \$3.00 | | service charge - Bank Account |
| Mail Box - Due yearly on Nov 1st | | | | | CASC Mailbox at Cameron Village |
| NAWSO | | | | | CASC Donation to World Service |
| CRSO | | | | | CASC Donation to Regional Service |
| Regional Donations - 60% - CRNA | | | | | Per Policy |
| World Donations - 40% - NAW5 | | | | | World Donation Per Policy |
| Total of All Expenses | | | \$676.51 | | |
| Revenue | | | \$438.00 | | |
| DIFFERENCE: Income-Expenses | | | -\$238.51 | | |
| Ending Balance | | | \$2,110.56 | | |
| Previous Month's Checks Not Yet Cleared | | | | | |
| Check Payable to: | Date | Check # | Amount | Description | |
| | | | | | |
| | | TOTAL: | \$0.00 | | |
| Available Balance | | | \$2,110.56 | | |
| Prudent Reserve- Per Policy | | | \$1,800.00 | | |
| Amount Above/ Below P.R. | | | \$310.56 | ABOVE | |



Account Activity

Saturday, October 06, 2018

Business Checking XXXXX[REDACTED] Available Balance: \$2,110.56

Account Summary

| | | | |
|----------------------|------------|--------------------------|--------------------------|
| Available Balance: | \$2,110.56 | Interest Paid to Date: | \$0.00 |
| Ledger Balance: | \$2,110.56 | Interest Paid Last Year: | \$0.00 |
| Pending Withdrawals: | \$0.00 | Last Deposit Amount: | \$438.00 09/10/2018 |
| Pending Deposits: | \$0.00 | Last Statement Balance: | \$2,147.43 09/28/2018 |

Account Details

| | |
|------------------------|--|
| Nickname: | None |
| Type: | Business Checking |
| Text Banking Nickname: | Not Enrolled |
| Address: | PO BOX 10953 RALEIGH, NC 27605 - 0953 |

Pending Transactions

These transactions have been submitted to us since the last business day and are not yet posted to your account. When they have posted, they will be reflected in your Posted Transactions. Pending items may affect your Available Balance and are not a statement of your account.

| Date | Description | Withdrawals | Deposits |
|----------------------------------|-------------|-------------|----------|
| You have no pending transactions | | | |

Posted Transactions

| Date | Description | Withdrawals | Deposits | Balance |
|------------|--|-------------|----------|------------|
| 10/04/2018 | RECURRING DEBIT CARD XXXXX8277 J2 ONEBOX SERVICES XXXXX5400 CA | \$33.87 | | \$2,110.56 |
| 10/01/2018 | SERVICE CHARGE PERIOD ENDING 09/28/2018 | \$3.00 | | \$2,144.43 |
| 09/20/2018 | CHECK 1896 085143460 | \$30.00 | | \$2,147.43 |
| 09/17/2018 | CHECK 1898 086862702 | \$250.00 | | \$2,177.43 |
| 09/12/2018 | CHECK 1895 084217477 | \$194.64 | | \$2,427.43 |
| 09/10/2018 | CHECK 1897 086484661 | \$50.00 | | \$2,622.07 |
| 09/10/2018 | DEBIT CARD PURCHASE XXXXX[REDACTED] TEXTEDLY HTTPSTEXTED CA | \$10.00 | | \$2,672.07 |
| 09/10/2018 | DEBIT CARD PURCHASE XXXXX[REDACTED] SECURITY SELF STORAGE XXXXX[REDACTED] NC | \$105.00 | | \$2,682.07 |
| 09/10/2018 | DEPOSIT XXXXX[REDACTED] | | \$438.00 | \$2,787.07 |
| 09/04/2018 | RECURRING DEBIT CARD XXXXX[REDACTED] J2 ONEBOX SERVICES XXXXX[REDACTED] CA | \$33.87 | | \$2,349.07 |
| 08/20/2018 | DEBIT CARD PURCHASE XXXXX[REDACTED] N A WORLD SERVICES INC XXXXX[REDACTED] CA | \$222.88 | | \$2,382.94 |
| 08/09/2018 | DEBIT CARD PURCHASE XXXXX[REDACTED] TEXTEDLY HTTPSTEXTED CA | \$10.00 | | \$2,605.82 |
| 08/09/2018 | DEBIT CARD PURCHASE XXXXX[REDACTED] SECURITY SELF STORAGE XXXXX[REDACTED] NC | \$105.00 | | \$2,615.82 |
| 08/06/2018 | CHECK 1894 084754445 | \$50.00 | | \$2,720.82 |
| 08/06/2018 | RECURRING DEBIT CARD XXXXX[REDACTED] J2 | \$30.93 | | \$2,770.82 |

10/6/2018

PNC Online Banking

| | | | |
|------------|---|----------|------------|
| | ONEBOX SERVICES XXXX[REDACTED] CA | | |
| 08/06/2018 | DEPOSIT XXXX[REDACTED] | \$699.00 | \$2,801.75 |
| 07/16/2018 | RECURRING DEBIT CARD XXXX[REDACTED] DNHGODADDYCOM XXXX[REDACTED] AZ | \$20.17 | \$2,102.75 |
| 07/09/2018 | CHECK 1891 083483749 | \$50.00 | \$2,122.92 |
| 07/09/2018 | DEBIT CARD PURCHASE XXXX[REDACTED] TEXTEDLY HTTPSTEXTED CA | \$10.00 | \$2,172.92 |
| 07/09/2018 | DEBIT CARD PURCHASE XXXX[REDACTED] SECURITY SELF STORAGE XXXX[REDACTED] NC | \$105.00 | \$2,182.92 |

9-7-18

H^o Family

I will be attending the Region Service Committee meeting this month, however I am a bit confused.

I went to the website last week and it stated that the regional meeting was going to be on Oct. 20th in Greensboro, N.C. Since then I rechecked the site and today I pulled up information stating it was going to be in Myrtle Beach, S.C.

I don't pose a problem with attending the meeting on either day. My concern is finding out which ~~date and location~~ date and location.

I did attend the event yesterday and as the vice chair stated there was very little support from our parish representatives which says a lot about our supporting these events.

In Spring Service
Kay W.

H & I Report.

Good Afternoon, hope all is well. Most of faculty are doing well Triangle Spring. wants more NA meeting. and little white books Pamphlets. Mrs. Lela is our Secretary, and we have our Alt. Sec. Amy. Holly Hill has been issue for a while. Now we have decided to send the members to Triangle Spring. until ^{for} the time being. we will be getting with PR to write a letter to the Director to resolve the issue. as soon as possible. I have talk to activitie committie about our unity Day we are very excited Thanks for allowing me to serve as ~~the~~ your H & I chair.

Willie Thompson
H & I chair

Capital Area PR Subcommittee Report

Oct 7, 2018

1 | Meeting Lists

Our newly formatted meeting lists have been printed for this quarter. They have been reduced from legal size to 8 ½ x 11. We are continuing to hammer out the details of adding the PDF Generator to our website. Statewide NA Hotline # – 855-227-NCNA (6262)

2 | Town Hall Meeting

Joe M. and I presented on Friday, Sept 21 amongst several other mutual aid recovery programs. There were approximately 120 people in attendance.

3 | NC State Presentation (now annual)

Joe M. and David K. did a presentation to students studying to become Substance Abuse Counselors.

4 | First Step

We currently do a monthly presentation at the Raleigh location and have been asked to do one for the Garner location. The idea is to alternate monthly between the two locations.

5 | SEZF PR Task Force

The next zoom conference has been scheduled for Oct 13 @ 11:00am. If you would like to be included, you can send a request to sezfna@googlegroups.com. If you are interested in what is happening across the zone, this is a great way to find out.

Also: See flyer attached for the SEZF coming to the Capital Area this Dec 7-9.

6 | Carolina Region

The Carolina Regional Service Committee meets next Sat, Oct 13, beginning at 10:00am in Myrtle Beach. Address: 1147 Robert M Grissom Pkwy, Myrtle Beach SC 29577

7 | Open PR Service Positions

The following service positions are still open: Alt. Chair, Secretary, Phonenumber Coordinator
We are very excited to welcome Andrew V. as our new Alternate Web Servant. Yay!!!

8 | Facebook: We have asked to switch billing from Randall's name to the area CC. This would be drawn from our monthly PR budget.

Phonenumber: We had a call requesting Spanish-speaking meetings –appears to be a growing need.

9 | Franklin Correctional Facility

Joe M. was oriented and is seeking additional volunteers to help offer experience, strength and hope at their internal meeting.

In Loving Service,
Susan C.



10/7/2018

Hi Family,

I am grateful to be here serving as your Policy Chairperson. For new BSR's that need a policy policy committee has some available. Please note that the policy change for Activities Committee that was accepted last month is not yet in policy. I contacted the former policy chair to get the thumb drive for policy. I have yet to talk with him. I am asking to put it on a thumb that I was given by last year's chair. I talked with office depot and it would cost \$00 to put ~~the~~ on the thumb drive that I have.

Policy committee is still looking for members to join.
Thanks for allowing me to serve.

In loving service,
Delphine J.
Policy Chair

October 7,2018

Convention Ad-hoc-

Greetings Family,

Hope all is well. Today we are submitting the initial draft for our revised convention policy. For the last several months we met several times and received support from members both in and outside our area. We reviewed convention policies from other areas and compared our previous convention policy to our current area guidelines. Our hopes were to produce a document that was less cumbersome, more simplistic but also one that would provide clearer accountability for our next convention committee.

We've made several changes, but the overall content of the policy remains the same. You will notice the titles for our trusted servants has changed and we eliminated the policy and convention information trusted servant positions. The responsibilities for those two positions were reorganized to, arts and graphics, registration and the vice-chair.

We will place the draft on the area website under the ASC service tab for homegroups and member access. If there are questions or concerns I can be reached at [REDACTED] or [REDACTED]. We will address all concerns prior to next months ASC meeting and produce a final draft at that time.

I would like to thank, Joe MC, Wendy W. Craig R, Terry S, and every area that provided information that assisted us in completing our task. Thanks for allowing us to be of services.

Chris g.



SECRETARY'S
COPY

NCCAFR TREASURERS REPORT – October 07, 2018

Date: 10/07/2017

From: Tim H., Temporary Convention Treasurer

Re: Convention Treasury Report for the month of September 2018

Dear Capital Area,

I would like to thank the Capital Area for allowing me to serve in this position, helping to carry the message of NA by being of service is an important part of my recovery. I volunteered to help close out the debts owed by the Convention Committee and help to set up the expense reports for the Convention Committee going forward. Please encourage other responsible, trusted servants to volunteer at the Area level to help us to continue to carry the message. I look forward to turning the Treasurers duties over to the new Convention Committee in February when they are elected.

Attached is the Income and Expense statement for September 2018 along with the corresponding PNC Bank Statement. Here is a summary of the income and expenses for the last month.

September 2018 STATEMENT- SUMMARY

| | |
|---|--|
| The beginning balance on 09/1/18 was: | \$ 1,704.33 – Beginning Balance |
| Deposits in September Totaled: | \$ 0.00 – See detailed total of deposits |
| Checks and deductions totaled: | \$ 10.00 – See attached detailed Income & Expense Report |
| Ending balance on 09/28/2018: | \$ 1,694.33 - See attached PNC Bank Statement |
| Outstanding checks not cleared: | <u>\$ 30.00</u> - See detailed total of outstanding checks |
| Available balance on 09/28/2018: | \$1,674.33 |

See attached PNC bank statement for September and the Income and Expense statements.

I'm attaching a list of people who pre-registered and pre-paid for the Convention that the Current Treasurer Michelle M. received from the past Convention Committee. The total amount collected/ owed is \$1,045.00, total re-paid to date is \$565.00 which leaves a balance owed of \$480.00.

DEBT REPAYMENT:

The previous Convention Treasurer, Angela K. who misappropriated Convention funds will be responsible for re-payment of those funds to the Convention Committee account and I will track the amount owed, amount paid and remaining balance each month: Beginning balance that she has agreed to repay is \$2,508.32 and pending approval of the re-payment agreement by the Area GSR's. If the money is re-paid in monthly installments of \$100.00, this means that re-payment will take 25 months.

Thanks, I look forward to seeing everyone at the November Area Meeting.

Your trusted servant,

Tim H.

Attachments:

- Income & Expense report for September 2018
- September 2018 PNC Bank Statement
- List of people who pre-registered/ paid money that we need to reimburse

Capital Area NA Convention Treasurers Report -October 07, 2018 Area Report

Income & Expense Statement for September 2018

Beginning Balance:

9/1/2018 \$1,704.33

Period: 09/01/2018 - 09/28/2018

Income/ Revenue Section 1

| Type of Deposit/debit | Date | Amount | Description |
|-------------------------------|------|---------------|-------------|
| | | | |
| Total Income/ Revenues | | \$0.00 | |

Expense Section

| SUB COMMITTIES | | | Date Paid | Amt Paid | CHK # | DESCRIPTION |
|-----------------------------------|----------|-----------|-----------|----------------|-------|--|
| Merchandise | | | | | | |
| Newly purchased merchandise | | | | | | |
| MISC EXPENSES | | | Date Paid | Amt Paid | CHK # | DESCRIPTION |
| Office Supplies | | | | | | |
| Tim [REDACTED] | | | | | | |
| REFUNDS - PRE-REGISTRATION | | | | | | |
| CLEARED/ PAID | Amt Owed | Date Rec | Date Paid | Amt Paid | CHK # | DESCRIPTION |
| | | | | | | |
| Emm [REDACTED] | \$10.00 | 6/18/2017 | 6/9/2018 | \$10.00 | 1005 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michele M |
| | | | | | | |
| Bank Fees | | | | | AD | Bank Fee |
| Total of All Expenses | | | | \$10.00 | | |

| | |
|-------------------------------------|-------------------|
| Income/ Revenue: | \$0.00 |
| Expenses: | \$18.00 |
| DIFFERENCE: Income-Expenses: | -\$18.00 |
| Ending Balance - 9/28/2018: | \$1,694.33 |

Previous Month's Checks Not Yet Cleared

| Check Payable to: | Amt Owed | Date Rec | Date Paid | Amt Paid | CHK # | Description |
|---------------------------------------|----------|----------|-----------|-------------------|-------|--|
| Joyce [REDACTED] | \$10.00 | 8/5/2017 | 6/9/2018 | \$10.00 | 1009 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michele M |
| Robin [REDACTED] | \$10.00 | 8/5/2018 | 8/5/2018 | \$10.00 | 1027 | |
| | | | | | | |
| TOTAL: | | | | \$20.00 | | |
| Available Balance - 9/28/2018: | | | | \$1,674.33 | | |
| Prudent Reserve- Per Policy: | | | | | | |
| Amount Above/ Below P.R.: | | | | \$1,674.33 | | |

Repayment of 2018 Pre-Registration Money Paid

Complete List of Individuals/ Others pre-paid by pre-registering

| Person/ Entity who pre-paid | Amt Owed | Date Rec | Date Paid | Amt Paid | CHK # | Description |
|-----------------------------|-----------------|------------|-----------|----------|-------|---|
| Annette [REDACTED] | \$10.00 | 6/18/2017 | 6/9/2018 | \$10.00 | 1008 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Angele K. | \$10.00 | 6/18/2017 | | | | HOLD - DON'T PAY |
| Arron R. x 2 | \$20.00 | 7/16/2017 | | | | |
| Alien K. [REDACTED] | \$20.00 | ??? | 6/9/2018 | \$20.00 | 1003 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Anita O | \$25.00 | 1/2/2018 | | | | |
| Brie B | \$10.00 | 6/18/2017 | | | | |
| Calvin H | \$15.00 | 8/5/2017 | 8/5/2018 | \$15.00 | 1028 | |
| Camilla F | \$10.00 | ???? | | | | |
| Camilla F | \$15.00 | 7/16/2017 | | | | |
| Candice F x 2 | \$20.00 | 6/18/2017 | | | | |
| Cariselle [REDACTED] | \$10.00 | 6/18/2017 | 6/9/2018 | \$10.00 | 1010 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Cynthia W | \$10.00 | 6/18/2017 | | | | |
| Deborah [REDACTED] | \$10.00 | 6/18/2017 | 6/9/2018 | \$10.00 | 1013 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Darren L. x 2 | \$20.00 | 6/18/2017 | 6/9/2018 | \$20.00 | 1006 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Debra R x 2 | \$20.00 | 6/18/2017 | | | | |
| David K | \$15.00 | 8/5/2017 | | | | |
| Ema [REDACTED] | \$10.00 | 6/18/2017 | 6/9/2018 | \$10.00 | 1005 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Felton W | \$10.00 | 6/18/2017 | | | | |
| Gail B | \$10.00 | 6/18/2017 | | | | |
| Greg C. | \$10.00 | 6/18/2017 | | | | |
| Glorette L @ Shirley's | \$20.00 | 6/18/2017 | | | | |
| Gina [REDACTED] | \$20.00 | 7/16/2017 | 7/1/2018 | \$20.00 | 1017 | Paid at 7/01/18 ASC Meeting by NCCAFR BY Treasurer Tim H |
| Garry D | \$10.00 | 6/18/2017 | | | | |
| Herb B | \$20.00 | 12/31/2017 | | | | |
| Herbert C | \$0.00 | 1/27/2017 | 7/1/2018 | \$0.00 | | Herbert asked that his \$25 be donated to the Convention |
| Janice [REDACTED] | \$10.00 | 6/18/2017 | 7/1/2018 | \$10.00 | 1018 | Paid at 7/01/18 ASC Meeting by NCCAFR BY Treasurer Tim H |
| Geraldine W | \$15.00 | 7/16/2017 | | | | |
| Jarret [REDACTED] | \$15.00 | 7/16/2017 | 7/1/2018 | \$15.00 | 1019 | Paid at 7/01/18 ASC Meeting by NCCAFR BY Treasurer Tim H |
| Joe K | \$15.00 | 8/5/2017 | | | | |
| Joyce [REDACTED] | \$10.00 | 8/5/2017 | 6/9/2018 | \$10.00 | 1009 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Nay [REDACTED] | \$10.00 | 6/18/2017 | 6/9/2018 | \$10.00 | 1004 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Nathy A | \$10.00 | 6/18/2017 | | | | |
| Lateef S x 2 | \$20.00 | 7/16/2017 | | | | |
| Lavern R | \$10.00 | 6/18/2017 | | | | |
| Michael [REDACTED] | \$10.00 | 6/18/2017 | | | | |
| Michelle Mayo x 2 | \$20.00 | 6/18/2017 | 7/1/2018 | \$20.00 | 1016 | Paid at 7/01/18 ASC Meeting by NCCAFR BY Treasurer Tim H |
| Michelle @ Gary [REDACTED] | \$40.00 | 12/31/2017 | | \$40.00 | 1026 | |
| Raverly [REDACTED] | \$10.00 | 6/18/2017 | 6/9/2018 | \$10.00 | 1011 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Robin S | \$10.00 | 6/18/2017 | 8/5/2018 | \$10.00 | 1027 | Paid at 8/5/18 Area Meeting |
| Steve K | \$10.00 | 6/18/2017 | | | | |
| Shirley J @ Haze R | \$20.00 | 6/18/2017 | | | | |
| Sarah [REDACTED] x 2 | \$20.00 | 6/18/2017 | 7/1/2018 | \$20.00 | 1015 | Paid at 7/01/18 ASC Meeting by NCCAFR BY Treasurer Tim H |
| Shirley [REDACTED] | \$20.00 | 6/18/2017 | 6/9/2018 | \$20.00 | 1014 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Shana [REDACTED] | \$20.00 | 7/20/2017 | 6/9/2018 | \$20.00 | 1001 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Shirley [REDACTED] x 2 | \$20.00 | 10/28/2017 | 6/9/2018 | \$20.00 | 1012 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Teddy K | \$10.00 | 6/18/2017 | | | | |
| Toi R x 2 | \$20.00 | 6/18/2017 | | | | |
| Theresa F | \$15.00 | 6/18/2017 | | | | |
| Wilmette [REDACTED] | \$20.00 | 6/18/2017 | 6/9/2018 | \$20.00 | 1007 | Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M |
| Will J x 2 | \$20.00 | 7/16/2017 | | | | |
| Val B x 2 | \$20.00 | 6/18/2017 | | | | |
| New Hope Area | \$225.00 | | 8/5/2018 | \$225.00 | 1020 | Check was delivered to the N.H. Convention Chair |

NOT ON LIST - NO RECEIPT - CLAIM THEY PAID

| | | | | | | |
|-----------------------------------|-------------------|----|--|---------------------|-------------------------|--------------|
| Chris C | \$10.00 | ?? | | | | 984-444-1039 |
| Shirley P | \$10.00 | ?? | | | | 919-791-8998 |
| Nicole W | \$10.00 | ?? | | | | 919-247-2328 |
| Arnette W | \$10.00 | ?? | | | | 919-866-2176 |
| Marshelle S | \$10.00 | ?? | | | | 919-561-3054 |
| | TOTAL OWED | | | PAID TO DATE | REMAINING TO PAY | |
| Sub Total Income/ Revenues | \$1,045.00 | | | \$565.00 | \$480.00 | |

Business Checking

PNC Bank



For the Period 09/01/2018 to 09/28/2018

NC CAPITAL AREA FAMILY REUNION
PO BOX 10953
RALEIGH NC 27605-0953

Primary Account Number: [REDACTED]

Page 1 of 2




Number of enclosures: 0

 For 24-hour banking sign on to
 PNC Bank Online Banking on pnc.com
FREE Online Bill Pay

For customer service call 1-877-BUS-BNKG
Monday - Friday: 7 AM - 10 PM ET
Saturday & Sunday: 8 AM - 5 PM ET

Para servicio en español, 1-877-BUS-BNKG

Moving? Please contact your local branch

 Write to: Customer Service
PO Box 609
Pittsburgh, PA 15230-9738
 Visit us at PNC.com/smallbusiness
 TDD terminal: 1-800-531-1648
For hearing impaired clients only

PNC EXPRESS FUNDS EXPANDS TO THE PNC ATM NETWORK

PNC Express Funds for Mobile Banking was introduced last year and we've now expanded this service to include deposits made at our PNC ATMs.

PNC Express Funds is an optional service providing immediate availability to qualifying single check deposits. If you deposit a single check that qualifies for this service, you will be offered the option for a fee, at the ATM, to receive immediate availability of the deposit for purchases and/or withdrawals.

The fee for PNC Express Funds is 2% of the total check amount (a \$2.00 minimum fee will apply). In addition, if the check you deposited using PNC Express Funds is returned due to insufficient funds, PNC will not charge your account for the amount of the check that was returned.

See the PNC Funds Availability policy for details on funds availability and cut off times.

Business Checking Summary

NC Capital Area Family Reunion

Account number: [REDACTED]

Overdraft Protection has not been established for this account.
Please contact us if you would like to set up this service.

Balance Summary

| Beginning balance | Deposits and other additions | Checks and other deductions | Ending balance |
|-------------------|------------------------------|-----------------------------|---------------------------|
| 1,704.33 | .00 | 10.00 | 1,694.33 |
| | | Average ledger balance | Average collected balance |
| | | 1,703.61 | 1,703.61 |


Deposits and Other Additions


| Description | Items | Amount |
|-------------|-------|--------|
| Total | 0 | .00 |

Checks and Other Deductions

| Description | Items | Amount |
|-------------|-------|--------|
| Checks | 1 | 10.00 |
| Total | 1 | 10.00 |

Business Checking

 For 24-hour account information, sign-on to pic.com/mybusiness/

For the Period 09/01/2018 to 09/28/2018
NC Capital Area Family Reunion Primary
Account Number: 
Page 2 of 2

Business Checking Account Number:  - continued

Daily Balance

| Date | Ledger balance | Date | Ledger balance |
|-------|----------------|-------|----------------|
| 09/01 | 1,704.33 | 09/27 | 1,694.33 |

Activity Detail

Checks and Other Deductions

Checks and Substitute Checks

| Date posted | Check number | Amount | Reference number |
|-------------|--------------|--------|------------------|
| 09/27 | 1005 * | 10.00 | 085358528 |

Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 10/01/2018 and will appear on your next statement as a single line item entitled Service Charge Period Ending 09/28/2018.

| Description | Volume | Amount | |
|-------------------------------------|--------|--------|---------------------|
| Account Maintenance Charge | | .00 | Requirements Met |
| Combined Transactions | 1 | .00 | Included in Account |
| Checks Paid | 1 | .00 | Included in Account |
| Total For Services Used This Period | | .00 | |
| Total Service Charge | | .00 | |

SAMPLE / TEMPLATE FOR FUTURE

Capital Area Convention Committee Treasurers Report - May 07, 2016

Income & Expense Statement for April 2016

| | | | | |
|--|-------------|---------------|-------------------------------------|--|
| Beginning Balance: From Bank Statement | 4/6/2016 | \$0.00 | | Period: 04/06/2016 - 05/08/2016 |
| DONATIONS - SALES - Income/ Revenue Section | | | | |
| Type of Deposit/ Revenue - BY SUBCOMMITTEE | Date | Amount | Description | |
| Merchandise | | | Money collected for all merchandise | |
| Fundraising/ Entertainment | | | Money collected at event | |
| Pre-Registration | | | | |
| Hospitality | | | | |
| Programming | | | | |
| GENERAL/ MISC. DONATIONS | | | | |
| Total Income/ Revenues | | \$0.00 | | |

Expense Section

| Type of Bill or Payment | Date | Check # | Amount | Notes | Description |
|--|-------------|----------------|---------------|--------------|---|
| SUB COMMITTEES | | | | | |
| Hospitality | | | | | Donations from Homegroups |
| Fundraising/ Entertainment | | | | | |
| Registration | | | | | |
| Convention Information | | | | | |
| Arts and Graphics | | | | | |
| Programming | | | | | |
| Merchandise | | | | | |
| Speaker expenses - Travel/ Food/ Hotel | | | | | List expense type/ purpose |
| GENERAL/ MISC. EXPENSES | | | | | |
| EXECUTIVE COMMITTEE | | | | | |
| Secretary - Meeting Minutes Copies | | | | | FedEx Office Store - Copies of minutes |
| Misc. expenses for Executive Committee | | | | | |
| Hotel Liaison | | | | | All costs associated with leasing hotel |
| Bank Fees | | | | | Automatically Drafted from account |
| Total of All Expenses | | | \$0.00 | | |

| | | | |
|---|--|---------------|---|
| TOTAL Income/ Revenue-from above | | \$0.00 | |
| DIFFERENCE: Income-Expenses | | \$0.00 | |
| Ending Balance - 05/08/2015 | | \$0.00 | <i>Should match bank statement ending balance</i> |

Previous Month's Outstanding Checks Not Yet Cleared

| Check Payable to: | Date | Check # | Amount | Description |
|---------------------------------------|-------------|----------------|--------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | TOTAL: | \$0.00 | |
| Available Balance - 05/08/2014 | | | \$0.00 | Ending balance minus outstanding checks |
| Prudent Reserve- Per Policy | | | \$1,500.00 | If Applicable |
| Amount Above/ Below P.R. | | | -\$1,500.00 | |

May 2016 Area - Check Register

| Check Payable to: | Date | Check # | Amount | Description |
|--------------------------|-------------|----------------|---------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | TOTAL: | \$0.00 | |