

March 5, 2018

Greetings family, I'm an addict called Norman.

As a reminder if you need a check from the area, you have to stay until after the meeting when the chairperson and treasurer are available to write, sign checks. Per policy this is the only time allowed for signing of checks. (During area service) It takes two signatures for checks.

Also the treasurer needs receipts, invoices in order to issue checks. Word of mouth for services paid for is unacceptable. Also our quarterly budget review will be coming up in April and I need all sub-committee financial statements. As part of those statements there needs to be an estimate of expenses that are upcoming. ie. Workshop: \$25 flyers, \$25 coffee, etc. request \$50 for workshop. 2500 meeting lists estimate \$217.48 before tax. We are a non-profit organization and have a tax exempt number to use. I will make that information available next Area.

I would like to thank all G.S.R.'s who were patient with me filling out receipts at area. Thank you all.

In loving service.

Norman

P.A.S.C.N.A. Treasurer