

**B. Monthly Budget****Current Monthly Budget Total****\$ 1,055**

ESCROW ACCOUNT	MONTHLY BUDGET	CAP
LONG TERM COMMITMENTS (2)	\$ 165	\$ 525
MINUTES (ASC SECRETARY)	\$ 50	\$ 50
MISCELLANEOUS	\$ 100	\$ 300
PRUDENT RESERVE [SUSPEND SEE (5)]		\$ 1,100
RENT (1)	\$ 85	\$ 105
STORAGE	\$ 50	\$ 50
TREASURER (ASC TREASURER)	\$ 50	\$ 50
ACTIVITIES SUBCOMMITTEE	\$ 100	\$ 1200
HOSPITALS & INSTITUTIONS SUBCOMMITTEE (3)	\$ 280	\$ 400
AREA INVENTORY SUBCOMMITTEE	\$ 20	\$ 25
LITERATURE SUBCOMMITTEE	\$ 30	\$ 30
PUBLIC RELATIONS SUBCOMMITTEE (4)	\$ 130	\$ 295
VERIZON	\$ 5	\$ 10

(1) Rent for the following:

Monthly \$75 ASC/Activities/Public Relations  
 Quarterly \$30 H&I/Area Inventory

(2) Long Term Commitments consists of:

Post Office Box (Quarterly \$107)  
 Travel expenses for the RCM and VRCC chair and their alternates \$35 each.  
 Travel expenses for up to 10 GSR's to the GSR assembly at \$25 each.

(3) H&I Budget to be used as follows:

\$200 Literature (Budgeted Monthly may use funds up to cap for Literature)  
 \$30 Clerical (Monthly)  
 \$60 Workshop including refreshments (Quarterly)

(4) Public relations:

\$250 Meeting Lists (Quarterly) Check written to printer.  
 \$45 Clerical (Monthly)

(5) Suspend when below \$500 per Treasurer Duties Section 5D2h of this Area Handbook

(6) All excess funds will be added to Prudent Reserve if below Cap before donating to CARNA.

(7) Ad Hoc committee may use \$25 each month for committee expenses from miscellaneous.

(8) "Literature may be ordered this month and picked up next month. No budget. Literature on hand will be kept in Inventory until it is depleted by sales and then there will be no Literature Inventory."

# PASCNA Literature Record Form

Date: 3-2-19

Literature on Hand at the End of Last Area:		
Literature Order from Previous Month:	275	13
Literature on Hand at Start of Area:		

	Amount
+ 12= Change	
Gift Called Life	
Meeting At Lunch	
A Proven Program	
Boys To Men	
Change I Must or Die I will	
Change We Must	6.94
Closer to Home/Out of Ordinary/A	
New Way of Life	
End of The Road	
Faith	
Fresh Starts for Open Hearts	
Girl's to Women	
Good Orderly Direction	21.13
Hearts of Hope II	
High Noon	
Honesty Group	
Hope	18.22
How & Why	
Hugs Not Drugs	
I Can't We Can	
In Step	
Keep Coming Back	
Let's Get Spiritual	
Let's Recover Together	<del>11.44</del>
Living Life on Life's Terms	11.44
Living the Program	9.07
Nature of Recovery	51.02
Never Alone	
New Attitude	

	Amount
New Genesis Group	
No More Excuses	
Recovery Group	
Running on Faith	
Saturday Night Alternative	
Saturday Night Live	
Serenity Group	
Solution to the Institution	
Surrender to Live	62.10
The Lie is Dead	
Time to Surrender	
To the Point	
Trust the Process	
Upper Room Solutions	
We Can Change	
We Do Recover	
Women in Recovery	
Young, Clean and Living	
Write to Recover	3.14
Other Donations:	
Change	3.00
Checks & Money Orders:	
Sat Night Alt.	42.00
Total Sales:	226.06
	3.00

229.06

PASOBA Literature Receipt Form

Date: 3-2-19

Bank Deposits

	Quantity	Total
Hundred:		
Fifty:		
Twenty:	2	200
Ten:	1	100
Five:	3	150
One:	1	100
Dollar:		
Half Dollar:		
Quarter:		
Dime:		
Nickel:		
Penny:	4	40
Total:	103	1000

M.O.

103

1000  
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Transfers:

*Christina*

ASC Rent	
H&I Sub-Committee	
Literature Sub-Committee	
Policy Sub-Committee	
Public Information Sub-Committee	
Special Events	
Other	
Total:	

Total Cash & Transfer at End of Area 226.06

Literature on Hand at the End of Area 0

**FEBRUARY 2019 BALANCE FORWARD: \$3989.45**

PASUNA CHECK REGISTER	DATE	ITEM #	PAYEE
	2/2/2019		3136 AMERICAN CLASSIC STORGE
	2/2/2019		3137 VERIZON
	2/2/2019		3138 RODNEY FREEMAN
	2/2/2019		3139 WARWICK UCC
	2/2/2019		3140 US POSTAL SERVICE
	2/2/2019		3141 NAW'S
	2/2/2019		3142 JENN A
	2/2/19		3143 DEBORAH R
	2/2/19		3144 DEBORAH R
	2/2/19		3145 SARAH ADAMS

2/2/2019 DEPOSIT TOTAL = \$1333.15

DESCRIPTION	
STORAGE RENTAL	\$45.00
PHONEBILL	\$3.63
LIT SUBCOMMITTEE	\$16.59
RENT	\$75.00
PO BOX RENTAL	\$107.00
LIT ORDER	\$551.76
SECRETARY NOTES	\$16.13
ADHOCK RENTAL	\$25.00
ADHOCK RENTAL	\$25.00
ADHOCK RENTAL	\$25.00
ACTIVITIES	\$200.00
<u>TOTAL =</u>	<u>\$1,065.11</u>

Total expenses= \$1065.11  
 Deposits= \$1333.15  
 Available Balance= \$4257.49  
 Prudent Reserve \$1000.00

Outstanding chk # 3138= \$16.59  
 Outstanding chk #3140= \$107.00  
 Outstanding chk # 3143= \$25.00  
 Outstanding chk # 3144=\$ 25.00  
 Outstanding chk#3117 \$ 25.00  
 Outstanding chk#3094 \$25.00  
 Outstanding chk# 3192 \$ 25.00

**MARCH 2019 BALANCE FORWARD: \$4257.49**