

SMALL WONDER AREA OF NARCOTICS ANONYMOUS (SWANA)

AREA SERVICE MINUTES

February 2018

OPENING

The Area Chairperson called the meeting to order at 4:30 p.m. A moment of silence was followed by the Serenity Prayer. The 12 Traditions and 12 Concepts were read by members Roll call was taken at 4:45 p.m. by Area Chair. Quorum (27) was met.

Sub-committee attendance

Members	PRESENT	ABSENT	PRESENT	ABSENT
Chair		X		X
Co-Chair		x	X	
Secretary	X		X	
Co-Secretary	VACANT	VACANT	VACANT	VACANT
Treasure	VACANT	VACANT	VACANT	VACANT
Co-Treasure	X		X	
Policy	X		X	
RCM	VACANT	VACANT	VACANT	VACANT
RCM – 2	VACANT	VACANT	VACANT	VACANT
Hospitals & Institutions	X		X	
Literature	X		X	
Public Relations	X			
Phoneline	VACANT	VACANT	VACANT	VACANT
Outreach		X	X	
Meeting List/Website	X		X	
Unity & Activities		X		X
Convention Chair		X	X	
Convention Co-Chair	X		X	
Convention Treasurer	X	X		
Convention Programming co	X		X	

Subcommittee Reports (see attached supporting document)

Convention – (Roxanne)

- All is well with merchandise, hotel accommodations, and asking for support throughout convention process from membership representatives.

Convention Co Chair – Roxanne

- Chase Center has finalized everything. Request that the SWACNA be used when reserving rooms so that the discounts can be applied at Weston hotel.

Convention Treasurer- (Lee)

- All expenses are paid up to this point other than insurance policy for area and convention. Proposed to pay the insurance prior to due date because of timing conflict. Bill will be paid in the amount of \$1897. This is combined area and convention waiver.

Unity and Activities –(Report read by member in chairperson’s absence)

- No activities to report. Everett has paid for pavilion and presented copy of certificate from officials. 34th anniversary of area set for July 21st

Policy – (Everett) –

No concerns still needing support

Public Relations- (Jen)

- Asking for support for upcoming events. Questions concerning advertising in the area for public information relating to tear off flyers or small billboards at bus stops or other area.

Literature Review (Erin)

- No major concerns see reports attached.

H I – (Joe)

- Requesting for help with new commitments in youth and women’s correctional facilities.

Meeting list/ Web site

- Documents for conducting business during area will be found on the website.
- Reminder that the minutes from every area meeting.

Outreach (Nate) no report

Co Treasurer- (Bob) final report given for balance

5:18 Roll call done- quorum (29 groups) was met

Motion

These groups are in desperate need of support as well as trusted servants. Please come out and support those in need.

- Primary Purpose – Meets at 7:00 p.m. on Thursday night in Claymont
- Christmas Group – Meets at 7:30 p.m. on Wednesday night at 10th & French Streets
- First State Survivors – Meets at 8:00 p.m. on Sunday night at 3200 Philadelphia Pike, Claymont
- Meditation & Steps – Meets at 7:00 p.m. on Thursday nights at 525 Polly Drummond Hill Road, Newark
- Almost Heaven – Meets at 7:30 p.m. on Thursday night at 6th & Walnut Streets.
- Get it Off Your Chest – Meets at 5:30 p.m. on Monday and Saturday nights at 2700 Washington Street in Wilmington HOME GROUP SUPPORT
- Journey Begins – Meets at 12:00 p.m. on Saturday at 701 South Maryland Avenue in Wilmington

OLD BUSINESS

Motion from previous month sent to meetings.

Maker Everett B (Policy Chair)

To add to the duties and responsibilities of the treasurer to secure pavilion at Brandywine Springs Park for yearly function.

Reported votes

For – 15

Against- 3

Abstention- 3

NEW BUSINESS

- Chairperson announced positions still open
Co Secretary, Treasurer, RCM, RCM2, Phonenumber,
- Policy that chair person has was not the correct version of the policy. The discrepancy was noted by a member who had the most up to date policy.

DISCUSSION

A motion was made and seconded to close meeting at 5:20pm

Close of meeting with a moment of silence followed by the “We” version of the Serenity prayer.

AREA ATTENDANCE

Date: February, 2018

V	NV	HOME GROUP	TIME	TIME
		<i>1 ALMOST HEAVEN</i>		
		<i>2 ATTITUDES IN ACTION</i>	X	X
		<i>3 BASIC TEXT</i>	X	X
		<i>4 BE AT YOUR BEST</i>		
		<i>5 BOW TIES & BARRETTES</i>		
		<i>6 BY NA MEANS NECESSARY</i>		
		<i>7 CLEAN BUT NOT STRAIT</i>		
		<i>8 CLEAN DREAMS</i>	X	X
		<i>9 CHRISTMAS GROUP</i>		X
		<i>10 DELAWARE STEP</i>		X
		<i>DETAIL T RECOVERY</i>	X	X
		<i>DOWN HOME</i>	X	X
		<i>EACH ONE TEACH ONE</i>	X	X
		<i>FIRST STATE SURVIVORS</i>	X	X
		<i>GET IT OFF YOUR CHEST</i>		
		<i>G.I.R.L.S. GROUP</i>	X	X
		<i>GOOD ORDERLY DIRECTION</i>	X	X
		<i>HOPE FOR HEALING</i>	X	X
		<i>THE H.O.W. GROUP</i>		X
		<i>IN THE SOLUTION</i>	X	X
		<i>THE JOURNEY CONTINUES</i>	X	X
		<i>JUST FOR TODAY</i>		
		<i>KEEP IT GREEN</i>	X	X
		<i>LAST CHANCE FOR RECOVERY</i>	X	X

		<i>LIVING THE STEPS (IT'S A SPIRITUAL THING)</i>		X
		<i>MEDITATION AND STEP WORK</i>	X	X
		<i>MEN LIVING CLEAN</i>	X	X
		<i>MIRACLES HAPPEN</i>	X	X
		<i>MONDAY NIGHT RECOVERY</i>	X	X
		<i>PRIMARY PURPOSE</i>	X	
		<i>RECOVERY IN THE A.M.</i>	X	X
		<i>RECOVERY ON THE WESTSIDE</i>	X	X
		<i>SATURDAY NIGHT LIVE</i>	X	X
		<i>SATURDAY NIGHT SERENITY</i>	X	X
		<i>SERENITY GROUP</i>	?	
		<i>SHOW ME HOW TO LIVE</i>	X	X
		<i>SIMPLICITY GROUP</i>	X	X
		<i>STEP BY STEP</i>		X
		<i>STEPS TO RECOVERY</i>	?	
		<i>SUNDAY NIGHT RECOVERY</i>	X	X
		<i>THIS IS H.O.W.</i>	?	
		<i>THREE MINUTES FOR MEDITATION</i>	X	X
		<i>TIME TO LIVE AGAIN</i>	X	X
		<i>TOGETHER WE CAN</i>	X	X
		<i>TURN IT OVER</i>	?	
		<i>WE WANT TO LIVE</i>	?	
		<i>WEEKEND SURVIVORS</i>	X	X

POLICY COMMITTEE

ASC Report

February, 2018.

Good afternoon everyone. We continue to make progress with policy revision. Carefully going through every section, page and sentence in an effort to make this policy the most readable and understandable policy ever. The last two meetings in January & February we have met for a total of two or more hours per meeting, kicking it into high gear as we near spring. I would like to remind the area secretary to make a request to the groups in the February minutes, to bring back their nominations in March for Convention Officers to be voted on in April. Next month I will unveil our new system that will contain our revised & accepted policy. We will go over the layout & costs to present to the groups to vote on. Also we will have other motions to take back to the groups next month to be voted on. We will need a full complement of GSR's in March and April in order to make this happen & have everybody on the same page, so please attend.

Love & Respect

Everett

Public Relations Subcommittee Report

Chair: Jen F.- (302)650-7532

Meeting Day/Time: 3rd Saturday of the month @ 1pm- Kirkwood Hwy Library

PR met for the month of February on its new day & time-Saturday, Feb 17th at 1pm at the Kirkwood Hwy Library with only myself in attendance. I looked over the Public Relations Handbook and reached out by phone to other experienced members regarding my upcoming ideas to spread the message to the community that Small Wonder Area of NA is helping people get long periods of RECOVERY from the disease of addiction. We currently do not have any events planned for the information booth to be set up but we do have a request for PR to go into a facility (Meadowood) and do a presentation on Narcotics Anonymous. We are putting together the presentation and will reach out to Meadowood to set up a day and time. I have also recruited the help of Everette B. to put together a flyer that will have our website and phonenumber info on it with tear off strips at the bottom to be hung up at doctor's offices, grocery stores, health departments, probation offices among other places as our members see fit.

My biggest idea that Public Relations Subcommittee is working on is the possibility of renting a billboard hopefully along some major highway and/or renting space on the sides of DART buses. The information that we would like to include on these communications are our Area logo, website address, phonenumber and other pertinent info such as "Find a meeting here" and "We do recover". I am researching the cost for both of these ideas and firming up the exact design for such attraction motives. If these ideas are reasonably priced, I will be presenting a motion for approval from the groups requesting money to carry out these ideas ~~next month~~ ^{in April} when our Area will have a surplus of money from our Area Convention.

Core Public Relations Principles:

Anonymity- We are an anonymous fellowship not a secret society.

Unity- Together we can inform the public that we do recover!

Cooperation, not affiliation- We only endorse our own program of recovery.

Communication- It is important that we have an open line of communication with the public in all forms to reach the addict that still suffers.

In Loving Service,

Jen F.- (302)650-7532

* Also, I am requesting my rent budget of \$60.00 for 6 months of rent paid forward to Kirkwood Hwy Library.



SWANA Area Service Committee
Sub-Committee Report - Convention Treasurer

Date: February 17th, 2018

The last report was from our telephone meeting on January 6th, 2018. The proceeds from our January fund-raising event, the speakerjam held at White Clay Creek Church on Saturday, January 13th, 2018 resulted in a net profit of **\$893.67**, and the basketball tournament event held at the Hicks Anderson Athletic Center on Saturday, February 3rd, 2018 resulted in a net profit of **\$1,710.41** including payments to the facility. The Hicks Anderson center was paid a 10% of our net profits for **\$117.55** (from our net proceeds of food sale after costs, merchandise sales, basketball registrations, and cut from our jewelry vendor, which totalled \$1,175.46).

We had previously settled our minimum banquet invoice from the Riverfront Chase Center (Sodexo) for **\$12,900** at the end of **July 2017**, and have continued to make monthly payments so that we currently have a **credit balance of \$7,000.00** as of this month to work towards our additional banquet expenses, expected to over \$8,000. Our SWACNA XIII contract will also have additional charges from the facility for audio visual, which we are preparing for in advance of the convention, along with final banquet charges.

FEBRUARY 2018 BALANCE SHEET for SWACNA XIII

OPENING BANK BALANCE (01/06/2018)	\$2,367.07
 <u>Credits</u>	
Deposits (SpeakerJam on 1/13/2018)	\$1,128.46 (Various - see report)
Deposits (SquareUp - Credit Card Sales 1/13/2018)	\$285.90 (Various - see report)
Adjustment (Refund of Credit Card - charged in error)	(\$10.69) (Merchandise Committee)
Deposits (Registrations and Various Deposits)	\$592.50 (Various - see report)
Deposits (SpeakerJam & BBall Tournament on 2/3/2018)	\$1,501.01 (Various - see report)
Deposits (SquareUp - Credit Card Sales 2/3/2018)	\$164.47 (Various - see report)
	\$3,661.65
 <u>Debits</u>	
Check 1996 (Initially Yours - First 1/2 Payment - missed on Dec2017 Report)	\$996.00 (Registration Committee)
Check 1201 (Linda Washington - Reimbursement for Copies)	\$28.60 (Registration Committee)
Check 1202 (Westminster Presbyterian - Hall Rental for meetings)	\$100.00 (All Committees)
Check 1203 (Copy Plus - Printing Invoice for Copies & Items)	\$700.00 (Registration Committee)
Check 1204 (Chris Dunman - Advance for Food for 2/3 Event)	\$400.00 (F&E Committee)
Check 1205 (Sodexo Operations LLC, facilities rental)	\$1,000.00 (Banquet Facilities)
Check 1206 (City of Wilmington - Parks & Recreation for 2/3 Event)	\$117.55 (Various - see report)
	\$3,342.15
	=====
CLOSING BANK BALANCE (02/17/2018)	\$2,686.57

(note that the F&E event seed money for the cash register has been reapplied to the F&E committee and deposited)

All liabilities to-date have been paid in full, and all checks against the account have cleared, with the exception of Check 1206 for \$117.55, as drafted below; the balance shown is our actual working balance going into the conversion, less deposits and debits received this meeting. I am also pleased to report that the SquareUp credit card account has informed us that we will not be receiving an **IRS Form 1099-K** and therefore are not required to file a tax return for the past two years. We must be vigilant in the future to keep our income levels below thresholds for certain reportable activities.

Lee S. - TREASURER

In Loving Service, **Lee S.** - Treasurer SWACNA XIII

Sodexo Operations	Chase Center on the Riverfront	Invoice 9438	(\$12,900.00)
<u>Date</u>	<u>Check Amount</u>	<u>Check No.</u>	<u>Invoice Balance</u>
11/12/2016	\$5,000.00	1128	(\$7,900.00)
12/10/2016	\$1,000.00	1131	(\$6,900.00)
1/14/2017	\$1,000.00	1134	(\$5,900.00)
2/11/2017	\$1,000.00	1141	(\$4,900.00)
3/11/2017	\$1,000.00	1152	(\$3,900.00)
4/8/2017	\$1,000.00	1155	(\$2,900.00)
5/13/2017	\$1,000.00	1163	(\$1,900.00)
6/10/2017	\$1,000.00	1166	(\$900.00)
7/8/2017	\$900.00	1170	\$0.00 Paid-In-Full
8/12/2017	\$1,000.00	1171	\$1,000.00
9/9/2017	\$1,000.00	1179	\$2,000.00
10/14/2017	\$1,000.00	1187	\$3,000.00
11/11/2017	\$1,000.00	1190	\$4,000.00
12/9/2017	\$1,000.00	1195	\$5,000.00
1/6/2018	\$1,000.00	1199	\$6,000.00
2/3/2018	\$1,000.00	1205	\$7,000.00 Credit Balance

SWACNA XIII - TREASURER REPORT on 02/17/2018
Twelfth SpeakerJam Analysis (event held 01-13-2018)
White Clay Creek Church (Newark)

REGISTRATION COMMITTEE

1/13/2018 Registration Sales (Linda W)		\$165.00 Receipt 927504
1/13/2018 Registration Sales (Chris A)		\$20.00 Receipt 927503
12/9/2017 Registration Sales (Raffle Tickets - Roxane B)		\$90.00 Receipt 927501
1/13/2018 Registration Sales (Raffle Tickets - Dionna M)		\$85.00 Receipt 927512
12/9/2017 Hall Rental Expense (1/4 of costs) - WhiteClay Church	\$	(50.00) Check 1198
1/16/2018 Registration Sales (Credit Card)	\$	<u>141.01</u> (Square - less fees)
	\$	451.01

PROGRAMMING COMMITTEE

1/13/2018 7th Tradition Collection (Rob W)	\$	97.48 Receipt 927508
12/9/2017 Hall Rental Expense (1/4 of costs) - WhiteClay Church	\$	(50.00) Check 1198
1/13/2018 7th Tradition Collection (Rob W)	\$	<u>6.10</u> Receipt 927510
	\$	53.58

FUND RAISING & ENTERTAINMENT

12/9/2017 Budget Advance for Event (Chris D)	\$	(400.00) Check 1197
1/13/2018 Return of Net from Budget (Roxane B)	\$	121.38 Receipt 927502
1/13/2018 Newcomer Donations (Roxane B)	\$	14.50 Receipt 927506
1/13/2018 Food Sales (Cash - Chris D)	\$	464.00 Receipt 927507
1/16/2018 Food Sales (Credit Card)	\$	95.30 (Square - less fees)
12/9/2017 Hall Rental Expense (1/4 of costs) - WhiteClay Church	\$	<u>(50.00)</u> Check 1198
	\$	245.18

MERCHANDISE

1/13/2018 Merchandise Sale (cash - Dean F)	\$	80.00 Receipt 927505
12/9/2017 Merchandise Sales (cash - Tina M)	\$	60.00 Receipt 927509
1/13/2018 Merchandise Sales (cash - Cheryl)	\$	15.00 Receipt 927511
12/9/2017 Hall Rental Expense (1/4 of costs) - WhiteClay Church	\$	(50.00) Check 1198
1/18/2018 Merchandise Sales Refund (Credit Card)	\$	(10.69) (square - less fees)
1/16/2018 Merchandise Sale (Credit Card)	\$	<u>49.59</u> (Square - less fees)
	\$	143.90

Total net proceeds from event **\$ 893.67**

SWACNA XIII - TREASURER REPORT on 02/17/2018
Thirteenth Basketball Tournament & SpeakerJam Analysis (event held 02-03-2018)
William "Hicks" Anderson Community Center (Wilmington)

REGISTRATION COMMITTEE

2/3/2018 Registration Sales (Linda W)	\$95.00 Receipt 927520
2/3/2018 Registrations Sales (Mailed in - Dionna M)	\$70.00 Receipt 927524
2/3/2018 Registration Sales (Tammy M)	\$80.00 Receipt 927525
2/3/2018 Registration Sales (Dionna M)	\$25.00 Receipt 927526
2/3/2018 Raffle Sales (Roxane B)	\$180.00 Receipt 927516
2/17/2018 Hall Rental Expense (1/4 of costs) - Hicks Anderson	\$ (29.39) Check 1206
2/5/2018 Registration Sales (Credit Card)	<u>\$ 48.50 (Square - less fees)</u>
	\$ 469.11

PROGRAMMING COMMITTEE

2/3/2018 7th Tradition Collection (Tammy M)	\$ 44.00 Receipt 927522
2/3/2018 Basketball Tournament Registrations (Tammy M)	\$ 188.00 Receipt 9275121
2/3/2018 Basketball Tournament Registrations (Tammy M)	\$ 487.50 Receipt 927523
2/17/2018 Hall Rental Expense (1/4 of costs) - Hicks Anderson	\$ (29.38) Check 1206
2/3/2018 Proceeds/Cut from Vendor Sales	<u>\$ 24.00 Receipt 927513</u>
	\$ 714.12

FUND RAISING & ENTERTAINMENT

1/28/2018 Budget Advance for Event (Chris D)	\$ (400.00) Check 1204
2/3/2018 Return of Net from Budget (Roxane B)	\$ 159.70 Receipt 927515
2/3/2018 Return of Cash Register Seed Money (Lee SO)	\$ 100.00 Receipt 927518
2/3/2018 Newcomer Donations (Roxane B)	\$ 10.00 Receipt 927514
2/3/2018 Food Sales (Cash - Roxane B)	\$ 540.31 Receipt 927517
2/5/2018 Food Sales (Credit Card)	\$ 48.03 (Square - less fees)
2/17/2018 Hall Rental Expense (1/4 of costs) - Hicks Anderson	<u>\$ (29.39) Check 1206</u>
	\$ 428.65

MERCHANDISE

2/3/2018 Merchandise Sale (cash - Roxane B)	\$ 60.00 Receipt 927519
2/17/2018 Hall Rental Expense (1/4 of costs) - Hicks Anderson	\$ (29.39) Check 1206
2/5/2018 Merchandise Sale (Credit Card)	<u>\$ 67.92 (Square - less fees)</u>
	\$ 98.53

Total net proceeds from event **\$ 1,710.41**

SWACNA XIII
PO Box 5429
Wilmington, DE 19808

February 17th, 2018

City of Wilmington - Parks & Recreations
William "Hicks" Anderson Community Center
501 N. Madison Street
Wilmington, DE 19801

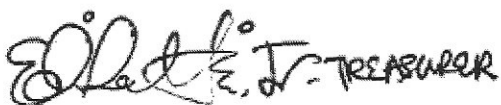
To Whom It May Concern:

The Small Wonder Area Convention of Narcotics Anonymous (SWACNA) would like to thank the City of Wilmington, and the Staff of the William "Hicks" Anderson Community Center for the priviledge of hosting our bi-annual Basketball Tournament and SpeakerJam Fund Raiser at your facility on Saturday, February 3rd, 2018. As we agreed, we are enclosing a check for 10% of our net proceeds from the event as a thank you for use of the facility. Together, our efforts support the activities of Narcotics Anonymous and its community outreach in the City of Wilmington and the surrounding area, for those suffering from the disease of addiction. The breakdown analysis of our event is shown below (with credit card fees removed):

Basketball Team Registrations Collected	\$675.50
Merchandise Sales (not including shirt costs)	\$127.92
Shared Proceeds from Jewelry Vendor	\$24.00
Cost of Food and Supplies	(\$240.30)
Food Sales at Event	<u>\$588.34</u>
Total net proceeds from Tournament	\$1,175.46

Enclosed is a check no. 1206 written out for **\$117.55**, which represents 10% of the above amount, made payable to the City of Wilmington - Parks & Recreation, as instructed. Thank you again for the kind services and for helping with the success of our NA convention next month, and our service to the community.

Regards,



E. Lee Stein, Jr. - Treasurer, SWACNA XIII

REPORT TO AREA

Meeting List /Web Site Subcommittee Feb 18, 2018

The Meeting List/Website committee meeting was held 1/23/18, and is in need of support. The monthly committee meeting is held the 4th Tuesday of each month at 6pm at Kirkwood Hwy Library.

- Meeting List, Website, Calendar, & Events:
 - The meeting list was updated for the month of March 2018 and added to the website. 1000 meeting lists were ordered for the area, and are available today. The cost was \$97.40 paid by the area.
 - In the Solution meeting was added to the meeting list and website
 - PR committee meeting date and time changes were updated on the meeting list and website.
 - SWANA area events page was updated
 - An email was sent to Regional with the SWACNA XIII brochure and the new meeting (In the Solution). A request was made to the Convention body to provide a brochure to forward to Regional. The brochure was received and forwarded to Regional today.
 - January ASC meeting minutes were added to the website

The next Meeting List/Website committee meeting is scheduled for 2/27/18

In loving service,
Charmaine B., Meeting List/Web Site Chair

Convention Co-Chair Roxane B.

Our convention is on schedule for March 9, 10, 11, 2018 at the Chase Center at the Riverfront. Registration opens Friday at 3:00. We have been in touch with the Chase, AV guy, & Hotel finalizing the arrangements for the convention. If anyone wants to get a hotel room don't forget to mention SWACNA 13. If anyone wants to register today for the convention you can register with me now.

We have our merchandise paid for. Our Registration packages are ordered coming in this week. Working on finalizing decorations.

We need plenty of volunteers on Convention weekend. People to chair meetings, homegroups to participate in marathons. Greeters (hug squad), Operations. People to help decorate on Friday.

SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: H&I

CHAIRPERSON: Joe F

CO-CHAIR: _____

MEETING DAY: Tues & Sun

TIME: 6:00 & 3:00

LOCATION: _____

PHONE#: _____

PHONE#: 302 690 2490

COMMITTEE UPDATE/PROBLEMS: (PLEASE BE CONCISE AND LEGIBLE)

All is well

SIGNATURE

Joe F

DATE

SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: Unity & Activities

CHAIRPERSON: Allison L.

PHONE#: (302) 510-7438

CO-CHAIR: _____

PHONE#: _____

MEETING DAY: 2nd & 4th Monday

LOCATION: Agway Building / 1742 Camp

TIME: 6pm

COMMITTEE UPDATE/PROBLEMS: (PLEASE BE CONCISE AND LEGIBLE)

We didn't meet and there is no report.

Allison L.
SIGNATURE

2/18/18
DATE

LITERATURE REPORT

February 2018

On 1/21/18 we started out with a balance of \$3140.30. We made a deposit of \$1343.20 on 1/22/18 bringing us to a balance of \$4483.50. The breakdown of the monies deposited is as follows:

Cash: \$1343.20

On 2/13/18, we ordered literature from region and paid \$1454.23. The breakdown for literature order this month is as follows:

H&I: - \$344.00 - We will be requesting a check in this amount from SWANA Area.

We did not receive a check for the H&I literature for January totaling \$88.80. We are asking for a check for the February H&I order to include this amount which would total \$432.80.

Area:  # 1,110-23

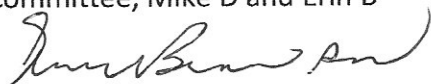
The ending balance in the account is \$2821.27

Literature was able to meet with the area chair and treasurer last month to remove the previous chair and allow the current literature chair to be a signer. This will also allow the literature committee to access the account statements online so that the check book can be balanced. The M&T bank representative that has been assisting this process was not in the office when contacted and messages were left to contact Erin B. regarding confirmation that she is an approved signor and to ask how to proceed with online account access.

There was a printing issue with the order forms from Staples ordered. The 2 part form only printed on one part. Literature was not charged for the order and the new forms will be available next month. We have a limited number of forms available but have made copies for home groups to take back to their home groups. I apologize for this inconvenience.

In Loving Service,

The Literature Committee, Mike D and Erin B



SWANA HOME GROUP REPORT TO AREA

Use monthly to report your income/expenses and information about your group to the Area.

Home group name: STEP BY STEP Date: 2-13-18
 Secretary: _____ Phn #: _____
 Treasurer: Adm G Phn #: 247-980-2763
 GSR: _____ Phn #: _____

Group Financial Report

Beginning Balance: <i>should be zero</i>	\$ 0
Income:	
7 th Tradition Collection	\$ 9025
Literature Sales	\$ —
Other Income	\$
Total Income:	\$ 9025
Total Operating Balance: (add beginning balance and total income)	\$
Expenses:	
ASC Donation	\$ 3925
Literature Order	\$ 3100
Rent	\$ 2000
Supplies (please list)	\$
Other expenses	\$
Total Expenses:	\$ 9025
Ending Balance: <i>should be zero</i> (subtract total expenses from total operating balance)	\$ 0

We invite you to share how your Home Group is doing: _____

Doing well

SWANA HOME GROUP REPORT TO AREA

Use monthly to report your income/expenses and information about your group to the Area.

Home group name: GIRLS Date: 2/18/18
 Secretary: Kelsey J Phn #: _____
 Treasurer: Natalie G Phn #: _____
 GSR: LISA B Phn #: 302-377-2132

Group Financial Report

Beginning Balance: <i>should be zero</i>	\$ 0
Income:	
7 th Tradition Collection	\$ 21.00
Literature Sales	\$ -
Other Income	\$ -
Total Income:	\$ 21⁰⁰
Total Operating Balance: (add beginning balance and total income)	\$ 21⁰⁰
Expenses:	
ASC Donation	\$ -
Literature Order	\$ 5.60
Rent	\$ 10 ⁰⁰
Supplies (please list)	\$ 5.40
Other expenses	\$
Total Expenses:	\$ 21⁰⁰
Ending Balance: <i>should be zero</i> (subtract total expenses from total operating balance)	\$ 0

We invite you to share how your Home Group is doing: _____

Girls Group Needs support from the women
of our Area

SWANA HOME GROUP REPORT TO AREA

Use monthly to report your income/expenses and information about your group to the Area.

Home group name: THE JOURNEY CONTINUES Date: 2-18-18

Secretary: MELANIE S. Phn #: _____

Treasurer: _____ Phn #: _____

GSR: MEREDITH M. Phn #: 302-384-3402

Group Financial Report

Beginning Balance: <i>should be zero</i>	\$ 0
Income:	
7 th Tradition Collection	\$ 60.60
Literature Sales	\$ 0
Other Income	\$ 0
Total Income:	\$ 60.60
Total Operating Balance: (add beginning balance and total income)	\$ 60.60
Expenses:	
ASC Donation	\$ 36.60
Literature Order	\$ 0
Rent	\$ 20.00
Supplies (please list) <i>1 2YR MEDALLION</i>	\$ 4.00
Other expenses	\$ 0
Total Expenses:	\$ 60.60
Ending Balance: <i>should be zero</i> (subtract total expenses from total operating balance)	\$ 0

We invite you to share how your Home Group is doing: We are doing

SWANA HOME GROUP REPORT TO AREA

Use monthly to report your income/expenses and information about your group to the Area.

Home group name: RECOVERY IN THE AM Date: _____

Secretary: USUB V Phn #: _____

Treasurer: _____ Phn #: _____

GSR: JUSTIE M. Phn #: 302-723-2322

Group Financial Report

Beginning Balance: <i>should be zero</i>	\$ 0
Income:	
7 th Tradition Collection	\$ 101.35
Literature Sales	\$
Other Income	\$
Total Income:	\$ 101.35
Total Operating Balance: (add beginning balance and total income)	\$
Expenses:	
ASC Donation	\$ 25.00
Literature Order	\$ 49.00
Rent	\$ 30.00
Supplies (please list)	\$
Other expenses	\$
Total Expenses:	\$ 104.00
Ending Balance: <i>should be zero</i> (subtract total expenses from total operating balance)	\$ -0

We invite you to share how your Home Group is doing: WE ARE DOING WELL
