

# Group Meeting Report

*New Secretaries, please call the Central Office (415-674-1821) to get on the mailing list.*

Group Name \_\_\_\_\_

Date of Meeting \_\_\_\_\_

## Trusted Servants:

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Intergroup Rep \_\_\_\_\_

GSR \_\_\_\_\_

Coffee Maker \_\_\_\_\_

Set-up \_\_\_\_\_

Literature \_\_\_\_\_

Greeter \_\_\_\_\_

Other \_\_\_\_\_

Speakers \_\_\_\_\_

Topic \_\_\_\_\_

Readers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Newcomers

### Visitors

### Birthdays

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If you wish, cut along this line to separate Weekly Meeting Report from the Treasurer's Weekly Log.



## Treasurer's Weekly Log

### Income

Balance on hand at start \$ \_\_\_\_\_

Basket Collection \_\_\_\_\_

Book Sales, other income \_\_\_\_\_

TOTAL \_\_\_\_\_ \$ \_\_\_\_\_

### Outgo

Room Rent \$ \_\_\_\_\_

Expenses, coffee, etc. \_\_\_\_\_

Cost of books \_\_\_\_\_

60-30-5-5 contributions \_\_\_\_\_

TOTAL \_\_\_\_\_ \$ \_\_\_\_\_

### Hospitals and Institutions

H&I Balance \$ \_\_\_\_\_

H&I Collection \_\_\_\_\_

H&I Outgo \_\_\_\_\_

Hospitals and Institutions

PO Box 192490

San Francisco, CA 94119-2490

**Balance on Hand** \$ \_\_\_\_\_

Prudent Reserve \$ \_\_\_\_\_

The following is the suggested 60-30-5-5 distribution plan for support of Service Entities:

60% to the Central Office, 1821 Sacramento Street, San Francisco, CA 94109

30% to the General Service Office, PO Box 459, Grand Central Station, New York, NY 10163

5% to the California Northern Coastal Area, PO Box 884222, San Francisco, CA 94188-4222

5% to the local General Service organization:

San Francisco General Service, PO Box 421907, San Francisco, CA 94142

Marin County General Service, PO Box 9193, San Rafael, CA 94912

**(Note: For Marin Groups** - Please send 50% to the Central Office and 10% to the Marin County Teleservice Committee: PO Box 2458 San Rafael, CA 94912-2458. Thank you!)