

# *OA Group Treasurer Worksheet*

Meeting Location / Day / Time: \_\_\_\_\_

Meeting Number: \_\_\_\_\_ Covers Dates (From/To): \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

BEGINNING BALANCE.....\$ \_\_\_\_\_

Income – donations .....\$ \_\_\_\_\_

Income – literature sales .....\$ \_\_\_\_\_

Income-special events .....\$ \_\_\_\_\_

Income - miscellaneous/other .....\$ \_\_\_\_\_

EQUALS TOTAL INCOME .....\$ \_\_\_\_\_

Expenses – rent.....\$ \_\_\_\_\_

Expenses – literature .....\$ \_\_\_\_\_

Expenses – meeting supplies .....\$ \_\_\_\_\_

Expenses – scholarships.....\$ \_\_\_\_\_

Expenses – miscellaneous/other .....\$ \_\_\_\_\_

MINUS TOTAL EXPENSES .....\$ \_\_\_\_\_

EQUALS BALANCE ON HAND.....\$ \_\_\_\_\_

MINUS PRUDENT RESERVE (suggested three months' rent).....\$ \_\_\_\_\_

EQUALS EXCESS FUNDS (available for donation to service bodies) .....\$ \_\_\_\_\_

| <b>D O N A T I O N S   T O   S E R V I C E   B O D I E S</b> |    |    |   |
|--|----|----|---|
| (include meeting number with contributions)                  |    |    |   |
| Intergroup   | %* | \$ |   |
| Region   | %* | \$ | Region One, P.O. Box 23235, Tigard OR 97281<br>USA <a href="http://www.oaregion1.org/donations.html">www.oaregion1.org/donations.html</a> |
| OA World Service   | %* | \$ | OA World Service, PO Box 44727, Rio Rancho,<br>NM 87174-4727 USA <a href="http://www.oa.org/contribute/">www.oa.org/contribute/</a>       |

\*percentages should be determined by group conscience. OA World Service recommends 60% to Intergroup, 10% to Region and 30% to World Service.