

Heart t' Heart Treasurer's Report

Group Treasurer should complete a section of this form each week.
 At the end of each month, total the information and transfer it to the GSB Quarterly Report.

Group # _____ Month/Year _____ Balance from Last Month: _____

Treasurer: _____ Phone _____

Secretary: _____ Phone _____

Group Rep: _____ Phone _____

Weekly Report	Date of Meeting: _____	# Attending: _____
	Date of Deposit: _____	Treasurer Initials: _____
	Deposit Amount: _____	Secretary's Initials: _____
	Income Collected:	Expenses Paid:
	7th Tradition	Rent
	Literature Sales	Supplies
	Other:	Literature
	Other:	Intergroup Donation
	Other:	GSB Donation
	Other:	Other:
	TOTAL	TOTAL

Weekly Report	Date of Meeting: _____	# Attending: _____
	Date of Deposit: _____	Treasurer Initials: _____
	Deposit Amount: _____	Secretary's Initials: _____
	Income Collected:	Expenses Paid:
	7th Tradition	Rent
	Literature Sales	Supplies
	Other:	Literature
	Other:	Intergroup Donation
	Other:	GSB Donation
	Other:	Other:
	TOTAL	TOTAL

Weekly Report

Date of Meeting: _____ # Attending: _____

Date of Deposit: _____ Treasurer Initials: _____

Deposit Amount: _____ Secretary's Initials: _____

Income Collected:

7th Tradition		
Literature Sales		
Other:		
Other:		
Other:		
Other:		
TOTAL		

Expenses Paid:

Rent		
Supplies		
Literature		
Intergroup Donation		
GSB Donation		
Other:		
TOTAL		

Weekly Report

Date of Meeting: _____ # Attending: _____

Date of Deposit: _____ Treasurer Initials: _____

Deposit Amount: _____ Secretary's Initials: _____

Income Collected:

7th Tradition		
Literature Sales		
Other:		
Other:		
Other:		
Other:		
TOTAL		

Expenses Paid:

Rent		
Supplies		
Literature		
Intergroup Donation		
GSB Donation		
Other:		
TOTAL		

Weekly Report

Date of Meeting: _____ # Attending: _____

Date of Deposit: _____ Treasurer Initials: _____

Deposit Amount: _____ Secretary's Initials: _____

Income Collected:

7th Tradition		
Literature Sales		
Other:		
Other:		
Other:		
Other:		
TOTAL		

Expenses Paid:

Rent		
Supplies		
Literature		
Intergroup Donation		
GSB Donation		
Other:		
TOTAL		

Treasurer's Signature _____ Date _____

Secretary's Signature _____ Date _____