

OA Group Treasurer Worksheet

Meeting Location & Day: _____

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)\$ _____

D O N A T I O N S T O S E R V I C E B O D I E S			
Intergroup	%*	\$	
Region One	%*	\$	Region One, P.O. Box 23235, Tigard OR 97281 USA
OA World Service	%*	\$	OA World Service, PO Box 44727, Rio Rancho, NM 87174-4727 USA

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