

SECRETARY'S REPORT

Attendance

Regular Members: _____
 New: First-timers: _____
 Second-timers: _____
 Third-timers: _____
 Visitors: _____
 TOTAL ATTENDANCE: _____

 Group **SECRETARY** _____
 Group **TREASURER** _____

Participants

Leader _____
 Meeting Topic _____
 Introduction _____
 About Drug Abuse _____
 Twelve Steps _____
 Twelve Traditions _____
 Four Destructive Forces _____
 Helping _____
 Guest Speaker _____
 Guest Speaker's Topic _____

Members Attending Meeting

_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

TREASURER'S REPORT

Expenses

Income

World Service Office (WSO) Donation:	\$ _____	Balance Brought Forward:	\$ _____
Local Intergroup Donation:	\$ _____	Income: Collections:	\$ _____
Room Rent or Donation:	\$ _____	Literature Sales:	\$ _____
Literature Purchases:	\$ _____	Other:	\$ _____
Refreshments:	\$ _____	TOTAL of Balance Brought Forward + Income:	\$ _____
Miscellaneous:	\$ _____	Less Total Expenses:	\$ _____
TOTAL EXPENSES:	\$ _____	BALANCE CARRIED FORWARD:	\$ _____