

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 Substance Use Disorder _____
 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: \$ _____
 Local Intergroup Donation: \$ _____
 Room Rent or Donation: \$ _____
 Literature Purchases: \$ _____
 Refreshments: \$ _____
 Miscellaneous: \$ _____
 TOTAL EXPENSES: \$ _____

Balance Brought Forward: \$ _____
 Income: Collections: \$ _____
 Literature Sales: \$ _____
 Other: \$ _____
 TOTAL of Balance Brought Forward + Income: \$ _____
 Less Total Expenses: \$ _____
 BALANCE CARRIED FORWARD: \$ _____