

MOTION / REQUEST FOR FUNDS

MOTION #

Name or Committee: TREASURY OVERSIGHT Date: 2-18-2024
 Secended By / Payable To: Brandon H Pro: _____
 Con: _____
 Abstain: _____

New Old Amendment N/A Financial Impact / Requested Amount
 BACK TO GROUPS: YES NO Pro: _____ Con: _____ Abstain: _____
 MOTION TABLED: YES NO Pro: _____ Con: _____ Abstain: _____

Motion / Reason for request: (Please state motion/request clearly and accurately)
TO REVISE THE TREASURER DUTIES OF THE SOUL TO SOUL SUBCOMMITTEE THAT ARE RECORDED ON PG. 36 OF THE MARSENA POLICY.

REQUEST FOR FUNDS: APPROVED: _____ DENIED: _____

Intent of Motion/Reason request denied:
TO BROADEN THE DUTIES OF THE TREASURER. CURRENT DUTIES ARE VAGUE & NEED TO DEFINE THE EXPECTATIONS THAT SHOULD BE REQUIRED OF THIS POSITION. SEE THE ATTACHMENT INCLUDED WITH THIS MOTION.

SECRETARY USE ONLY

Comments from Discussion / Amendments: _____ Accepted by Motioner? YES NO

FOR TREASURER'S USE

Check # _____
 Signature of Recipient: _____
 Notes: _____

07182024-01

SOUL TO SOUL

Treasurer Duties

1. Two (2) years continuous clean time
2. Attendance at one (1) Soul to Soul
3. Money handling experience at Group, Area, or Regional level
4. Be financially responsible and have good organizational skills
5. Gather funds from committee members for sales of merchandise, raffles, and auctions
6. Funds are to be counted by the Treasurer & another trusted servant of Soul to Soul
7. Funds are to be recorded and receipt(s) administered to person(s) when collected
8. Reimburse committee members for authorized incurred expenses pertaining to Soul to Soul (receipts are needed)
9. Balance checkbook with the bank statements each month
10. Keep accurate records of all monies received and checks written in the form of a check register/spreadsheet with transaction description
11. Deposit any funds within 72 hours of receiving funds
12. Facilitate the transfer of the account to the next committee treasurer

02/8 2024-02

MOTION / REQUEST FOR FUNDS

MOTION #

Name or Committee: <u>TREASURY OVERSIGHT</u>		Date: <u>2-18-2024</u>
Seconded By / Payable To: <u>Brandon H</u>		Pro: _____
		Con: _____
		Abstain: _____
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Old	<input type="checkbox"/> Amendment
		<input type="checkbox"/> <u>N/A</u>
Financial Impact / Requested Amount		
BACK TO GROUPS:	<input checked="" type="radio"/> YES <input type="radio"/> NO	Pro: _____ Con: _____ Abstain: _____
MOTION TABLED:	<input type="radio"/> YES <input type="radio"/> NO	Pro: _____ Con: _____ Abstain: _____
Motion / Reason for request: (Please state motion/request clearly and accurately)		
<u>TO REVISE THE TREASURY OVERSIGHT, PURPOSE & DUTIES, THAT ARE RECORDED ON PG. 12 OF THE MARSHMA POLICY.</u>		
REQUEST FOR FUNDS:	APPROVED: _____	DENIED: _____
Intent of Motion/Reason request denied:		
<u>TO BROADEN THE PURPOSE & DUTIES OF THE TREASURY OVERSIGHT. THE REVISIONS WILL BE MORE IN ALIGNMENT WITH THIS POSITION & EXPECTATIONS. SEE THE ATTACHMENT INCLUDED WITH THIS MOTION. THE QUALIFICATIONS WILL REMAIN AS IS.</u>		
SECRETARY USE ONLY		
Comments from Discussion / Amendments:	Accepted by Motioner? YES NO	

FOR TREASURER'S USE

Check # _____

Signature of Recipient: _____

Notes: _____

02182024-02

TREASURY OVERSIGHT DUTIES

Purpose

The main objective of this position is to electronically check the checking accounts of these subcommittees monthly for financial accountability. To review and conduct final audits on these subcommittees for transparency purposes. Ensuring that any discrepancies &/or issues are addressed.

Note: Each subcommittee has a responsibility to provide all necessary information to the Treasury Oversight that is needed to perform an audit. This includes any position within that subcommittee that is responsible for any items noted below under (4).

Duties:

1. Have electronic access to all regional bank accounts (Treasurer, Campout, Soul to Soul, and Convention).
2. Check and review the bank accounts monthly for accountability purposes.
3. Conduct annual final audits on the subcommittees for the corresponding month noted below:
 - Convention – August RSC (collect information at May RSC)
 - Campout – November RSC (collect information at August RSC)
 - Soul to Soul – February RSC (collect information at November RSC)
 - Treasurer – When requested by the RSC and upon a new elected treasurer
 - Per request of RSC an audit can be requested at any time
4. Retrieve from the subcommittee all necessary items listed below and any other pertinent information to perform the audit(s).
 - Minutes
 - Running Check ledger
 - Checkbook
 - Bank Statements
 - Receipts/Invoices
 - Fundraiser Breakdown Sheets
 - Spreadsheets (auctions, merchandise, registrations, if applicable)
5. Audit Report should be able to access the above resources. The audit report needs to include any issues &/or discrepancies, give a summary, and provide any recommendations, if applicable.

MOTION / REQUEST FOR FUNDS

MOTION # 02182024-03

Name or Committee: <u>Aimel</u>	Date: <u>Feb 18, 2024</u>
Seconded By / Payable To: <u>Tims</u>	Pro: _____
	Con: _____
	Abstain: _____

<input type="checkbox"/> New	<input type="checkbox"/> Old	<input type="checkbox"/> Amendment	<input type="text"/>	Financial Impact / Requested Amount
BACK TO GROUPS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Pro: _____	Con: _____	Abstain: _____	
MOTION Tabled: <input type="checkbox"/> YES <input type="checkbox"/> NO	Pro: _____	Con: _____	Abstain: _____	

Motion / Reason for request: (Please state motion/request clearly and accurately)
Add requirements to Treasury Oversight page 12 of MARSCNA Policy date August 2022.
Copy #2, #3, and #4 from "Treasurer" to "Treasury Oversight" in said section.
Update terminology, "Qualifications" to "Requirements" for uniformity.

REQUEST FOR FUNDS: APPROVED: _____ DENIED: _____

Intent of Motion/Reason request denied:
During recent policies updating, it was overlooked that "Treasury Oversight" was written differently than the remainder of the policy. Making these changes would add uniformity and clarity.

SECRETARY USE ONLY

Comments from Discussion / Amendments: _____ Accepted by Motioner? **YES**

FOR TREASURER'S USE

Check # _____

Signature of Recipient: _____

Notes: _____

MOTION/ REQUEST FOR FUNDS

Name or Committee: Convention

Date: _____

Second by / Payable to : _____

Pro: _____

New Old Amendment

Con: _____

Abstain: _____

Financial Impact/
Amount Requested: \$ _____

Housekeeping Yes No

Escrow Yes No

BACK TO GROUPS: YES NO

Pro: _____ Con: _____ Abstain: _____

MOTION TABLED: YES NO

Pro: _____ Con: _____ Abstain: _____

Motion: (Please state motion/request clearly and accurately)

*Take Back to Group for Approval
(see convention report)*

Intent of Motion:

*To update Convention Bid
Guidelines*

FOR SECRETARY USE ONLY

Comments from Discussion/Amendments:

Accepted by Motioner? Yes No

For Treasurer's Use Only

Check #:

Signature of Recipient:

PLAINS STATES ZONAL FORUM of NARCOTICS ANONYMOUS

All Friday and Saturday events will be held at

Dodge City Church of the Nazarene
1700 W. Ross Blvd
Dodge City, KS 67801
through the southwest gym entrance

Friday July 19, 2024

9:00 am – Noon – Presentation to professionals

In the evening – support a local NA meeting.

6:30pm or 9:00pm @ 502 N 2nd Ave – Basement

Saturday July 20, 2024

9:00 -10:15am – Dealing with Predatory & Disruptive Behavior

10:30-11:45am – Re-imagining & Revitalizing Service Committees

11:45am – 1:00pm – Lunch

1:00-3:00pm – Sponsorship Behind the Walls Workshop and Orientation

3:00-5:00pm – Building Strong Homegroups (Bilingual in English & Spanish)

5:00-6:30pm – Dinner on your own

6:30-7:00pm – Announce winners of silent auctions – bids taken all day.

7:00ish pm – Speaker

Sunday July 21, 2024

509 N. 2nd Ave (Basement) – This location may change

8:00am until concluded – PSZF Business Meeting

Zoom information coming soon

Auction Items appreciate – must be Narcotics Anonymous items.

For more information contact Jacob K 785-633-4932 or Ron Z 785-371-7579 or Sally R 620-804-0461

**Mid America Region of Narcotics Anonymous
Treasurer Report – February 2024 RSC**

	Beginning Balance (November 2023 RSC)			\$ 19,296.36
Income:				
11/19/2023	Area Donation - WMASC	\$ 1,031.64		
11/19/2023	Area Donation - Miracle Area	\$ 200.00		
11/19/2023	Area Donation - CKA	\$ 5,000.00		
11/19/2023	Soul 2 Soul Donation	\$ 400.51		
11/19/2023	Area Donation - JFT	\$ 500.00		
11/19/2023	Group Donation - Pioneer	\$ 100.00		
	Income Total			\$ 7,232.15
	Balance After Income			\$ 26,528.51
Expenses:				
#1677 - 11/19/2023	Alliance Agency - Insurance		\$1,740.75	
#1678 - 11/19/2023	City of Marquette - Rent & Storage		\$400.00	
#1679 - 11/19/2023	Atelier Design & Print - MAN (Winter) Printing		\$319.77	
#1680 - 11/19/2023	Jeff S - Fellowship Development (Events)		\$69.91	
#1681 - 11/19/2023	Robert B - Fellowship Development (Supplies)		\$161.17	
#1684 - 11/19/2023	Wayne S - Secretary (Print & Mail to Unity Area)		\$83.00	
#1683 - 11/19/2023	Ron Z - RD Team (PSZF Travel)		\$1,250.00	
ACH - 12/01/2023	Twilio - Phoneline		\$10.12	
ACH - 12/06/2023	Google - Archivist Drive		\$2.99	
ACH - 12/21/2023	Twilio - Phoneline		\$10.02	
ACH - 01/08/2024	Google - Archivist Drive		\$2.99	
ACH - 01/16/2024	Twilio - Phoneline		\$10.26	
ACH - 02/05/2024	Twilio - Phoneline		\$10.13	
ACH - 02/06/2024	Google - Archivist Drive		\$2.99	
				\$ 4,074.10
	Bank Balance			\$ 22,454.41
	Less: Prudent Reserve			\$ 7,500.00
	Sub-total			\$ 14,954.41
	Less: Escrows and Budgeted Items			
	Fellowship Development		\$ 2,768.92	
	Public Relations		800.00	
	Google Drive		18.06	
	Insurance (Quarterly)		1,740.75	
	Rent/Storage (Quarterly)		400.00	
	Phoneline (Quarterly) (ACH)		100.00	
	P.O. Box (Due Feb 2024)		175.00	
	Web Host (Due 2025) (ACH)		200.00	
	RD Team		2,750.00	
	Memorial Fund		500.00	
	RD Team WSC Travel (Quarterly + \$500)		1,000.00	
	Archive Plan (Motion 8/23 Passed 11/23)		2,500.00	
	Total Escrows			\$ 12,952.73
	Spendable Balance			\$ 2,001.68

