

LITERATURE MINUTES

May 24 2026

Opened at 9:40 am May 24 2026 on the zoom platform with 3 of 5 members present with a moment of silence followed by the Serenity Prayer.

Quorum was met 3 of 4 voting member present

David C was acting chair

Open positions

Chair

Vice chair

Please take back to your home group get sponsors sponsees involved be apart of service

Treasurers report is attached

David C will be added as a signing authority on the bank account

New Business

June 27 2026 at 9:00am on the zoom platform

We closed at 10:10 am with the 3rd Step Prayer

LITERATURE MINUTES

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Literature Treasurer's Report

Date: 24 May 2026

We're \$479.93 below our prudent reserve. We're between NAWS orders, which makes our inventory level low. We have no contribution to Area this month.

Bank and Cash

Opening bank (Apr 18)	\$3,612.02	Opening cash	\$65.00 (petty cash)
Cheque #0254 (Apr 23)	-\$728.60	Sales: Cash	\$206.95 5 orders
Cheque #0256 (Apr 23)	-\$1,561.48	Cheque	\$463.00 5 orders
Marguerite Centre DD (Apr 24)	\$20.00	E-transfer	\$385.05 12 orders
Cheque #0258 (Apr 27)	-\$300.00	Dir Dep/Square	\$20.00 1 order
Bank charge (Apr 30)	-\$1.95	Total sales	\$1,075.00 23 total orders
Service charge (Apr 30)	-\$1.25		-\$1,075.00 Already deposited
Cash deposit charge (Apr 30)	-\$1.41		\$0.00 To be deposited
Deposit (May 01)	\$371.35		
Cheque #0256 (May 01)	-\$1,182.16		
Deposit (May 19)	\$566.00		
End bank (May 23)	\$792.52	End cash	\$65.00
Bank and Cash total	\$857.52		

Accounts Receivable None

Expenses

<u>Item</u>	<u>Provider</u>	<u>Date</u>	<u>Amount</u>	<u>Notes</u>
NAWS orders 204640/41, ch 0259	NAWS	05-May-26	\$103.40	received these orders

Asset Summary

Bank and Cash total	\$857.52	(current value of bank funds & petty cash)
Inventory	\$10,355.95	(current value of physical stock)
Expenses	-\$103.40	(funds owed by Literature Committee)
Prudent Reserve	-\$11,500.00	(approximately 3 months' operations)
Accounts receivable reserve	\$0.00	(funds owed to Literature Committee)
Petty cash reserve	-\$65.00	(petty cash allows timely completion of cash transactions)
Bank account reserve	-\$25.00	(ensures unforeseen charges don't leave a negative balance)
Available Balance	-\$479.93	