Literature Minutes for October 18, 2026

Opened at 9:36 am

Attendance: Dave B., (Literature Treasurer), Rosie K., Jennifer M. (Acting facilitator)

Absent: Regrets sent by Dave C., Natasha N., and Dolores F. Absent: Chrissy B.

Treasurer's Report:

Literature Treasurer's Report Date: **18 Oct 2026**

We have a **$150.00** Area contribution this month. We have a NAWS order coming in soon.

Bank and Cash

Opening bank (Sep 18)	$4,432.69	**Opening cash**	$65.00	(petty cash)	
Deposit (Sep 09)	$2,494.90	**Sales:** Cash	$332.75	10	orders
Direct Deposit (Sep 24)	$5,850.00	Cheque	$608.72	6	orders
Error correction (Sep 25)	-$5,850.00	E-transfer	$1,170.65	8	orders
Cheque #0269 (Sep 29)	-$400.00	Dir Dep/Square	$58.50	1	order
Bank charge (Sep 29)	-$1.95	Total sales	$2,170.62	25	total orders
Cheque #0265 (Oct 01)	-$3,829.41		-$2,437.22	Already deposited	
Cheque #0263 (Oct 01)	-$60.81	which included	$267.50	remainder of Sep tb dep	
Direct Deposit (Oct 05)	$58.50		$0.90	To be deposited	
Deposit (Oct 15)	$2,378.72				
End bank (Oct 17)	$5,072.64	**End cash**	$65.00		
Bank and Cash total	$5,138.54				

Accounts Receivable none

Expenses

Item	Provider	Date	Amount	Notes
NAWS order 204922, chq 0268	NAWS	02-Jul-26	$1,705.40	received order
NAWS order 205229, chq 0266	NAWS	17-Sep-26	$51.70	received order
NAWS order 205360, chq 0270	NAWS	05-Oct-26	$57.71	not yet received
NAWS order 205362, chq 0270	NAWS	05-Oct-26	$941.19	not yet received

Total expenses	$2,756.00

Asset Summary

Bank and Cash total	$5,138.54	(current value of bank funds & petty cash)
Inventory	$9,365.30	(current value of physical stock)
Expenses	-$2,756.00	(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	**$157.84**	
Oct Area contribution	$150.00	
Retained for future orders	$7.84	

Questions/ Comments: The treasurer walked the committee through the report ensuring everyone had a clear understanding of it, as well as correcting minor errors in the process.

Old Business:

1. Open positions Chairperson and Vice Chair: remain open. Our committee needs someone to come forward. All members of this committee are asked to think of someone from the fellowship would make a good fit in either of these two positions.

Open forum/New Business:

Discussion occurred regarding filling the orders. Since the decision was made back in January to have the orders filled as a group on Monday afternoons, there has not been anyone coming on Mondays including committee members other than Dave to fill the orders. It was decided to switch to orders being filled on Saturday afternoon of Area weekend. Groups sending in orders through out the month will still be able to do this and betaken care of. Those wishing to pick their orders at area will now need to have their order in by the Saturday morning of Area weekend.

Closed at 10:07 am

Next meeting is 9:30 am November 18, 2026, on Zoom ID 830 5446 3712 PW cnana