



# Narcotics Anonymous

## Guidelines of the Rogue Redwood Area Service Committee

### **Article I - NAME**

The name of the assembly shall be the Rogue Redwood Area Service Committee of the fellowship of Narcotics Anonymous, hereafter referred to as the RRASC.

### **Article II - PURPOSE**

The purpose of the RRASC is to be supportive of the Area and groups and their primary purpose, by associating a group with other groups by helping a group with their situations and needs, always remembering that each group has but one primary purpose: to carry the message to the addict that still suffers.

### **Article III- MEMBERSHIP**

Section 1. General membership in the RRASC shall be open to all recovering addicts.

Section 2. Voting membership in the RRASC shall be open to the group service representatives (GSRs).

### **Article IV- ADMINISTRATIVE MEMBERS OF THE RRASC**

The trusted servants of the RRASC shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member, and Alternate Regional Committee Member.

### **Article V- DUTIES AND REQUIREMENTS OF ADMINISTRATIVE MEMBERS OF THE RRASC**

#### **CHAIRPERSON:**

The chairperson shall have a minimum of two years continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous ASC experience. The chairperson is responsible for conducting the RRASC meetings. Responsibilities are as follows:

1. Ensures meeting place is available and ready. Calls the meeting to order on time as scheduled.
2. Arranging an agenda and keeping the meeting to the agenda. The chairperson may alter the agenda if needed.
3. Recognizing RRASC and NA members who wish to speak.
4. Enforcing rules relating to debate and to order, per Rogue Redwood Rules of Order.
5. Responding to questions RRASC members have about procedures or points of order and using consensus when appropriate.
6. Accepting motions from the floor. Once a motion is seconded, the chairperson calls for discussion. After the vote is taken the minority will be heard, after which if any member of the majority vote wishes to change their vote, a re-vote will be taken.

7. Making sure everyone who votes is eligible to do so.
8. Represent RRASC at the RSC when neither the RCM or Alt-RCM can attend.
9. Represent the RRASC in correspondence.
10. Co-signer on the RRASC bank account.
11. Appoint all special committees.
12. Declare a meeting adjourned when the committee votes to do so, emergency situations as they arise, or when the meeting reaches the allotted time of two hours.
13. Maintain the RRASC archives.
14. Prepares a monthly written report to be read at each RRASC meeting.
15. Chairs the alternating yearly Guideline/Budget Review Committee.
16. Holds the key to the storage unit.

### **VICE CHAIRPERSON:**

The vice chairperson shall have a minimum of 2 years continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous RRASC experience. Responsibilities are as follows:

1. Serves as Chairperson if the Chairperson is absent.
2. Co-signer on the RRASC bank account.
3. Acts as a liaison between all subcommittees and ad hoc committee meetings to ensure cooperation and responsibility.
4. Acts as Secretary or Treasurer, if either is absent.
5. Prepares a monthly written report to be read at each RRASC meeting.
6. Attends the alternating yearly Guideline/Budget Review Committee.
7. Acts as a parliamentarian.

### **SECRETARY:**

The secretary shall have a minimum of 1-year continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous NA service experience. Responsibilities are as follows:

1. Conducts a verbal roll call of the RRASC.
2. Assists the chairperson with correspondence.
3. Emails &/or hand delivers copies of the minutes from the previous RRASC meetings to all GSRs, RRASC members, and subcommittee chairs, at the following RRASC meeting.
4. Keeps records described as follows:
  - a. Minutes of all RRASC meetings and any amendments to those minutes.
  - b. These guidelines plus any amendments or additions to them.
5. Holder of the RRASC post office box key.
6. Maintain a contact list of RRASC Administrative Members, Subcommittee Chairpersons, GSRs and Alt GSRs.
7. Attends the alternating yearly Guideline/ Budget Review Committee.
8. Has New GSR Packets available at RRASC Meeting. (one on hand)
9. Holds a copy of the RRASC key.

### **TREASURER:**

The treasurer shall have a minimum of 2 years continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous RRASC experience. Responsibilities are as follows:

1. Takes care of all RRASC funds, not entrusted to other trusted servants or committees.
2. Prepares a written financial report to be read at the monthly RRASC Meeting. Receipts and disbursements and the monthly bank statement will be made available upon request.
3. Disburse funds in accordance with RRASC budget, in a timely manner.

4. Maintains RRASC financial records.
5. Co-Signer on the RRASC bank account.
6. Co-Holder of the RRASC post office box key.
7. Attend the bi-yearly Guideline/Budget Review Committee. Co-Chairs all budget review committees for the RRASC.
8. Assists Subcommittee treasurers with preparing their monthly financial reports as needed.
9. Attends all RRASC meetings.
10. Give groups receipts for donations.
11. Will update the Secretary of State on all changes to Non Profit Organization (NPO)..

**REGIONAL COMMITTEE MEMBER (RCM):**

The RCM shall have a minimum of 2 years continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous Area Service Committee (ASC) experience. The RCM's duties as an ASC member are to represent the RRASC by carrying the ASC's conscience to the Regional Service Committee (RSC) and conducting themselves in a mature and responsible manner. Responsibilities are as follows:

1. Attends all RRASC and RSC meetings and other related service conferences and assemblies.
2. Notify the Alt-RCM if they cannot attend the RRASC or RSC meeting. If the Alt-RCM is also unable to attend, the RCM must notify the chairperson.
3. Prepare a written report of the activities of the RSC to be read at each RRASC meeting.
4. Provide for feedback (as needed) on current RSC issues.
5. Act as Chairperson if the chairperson and vice chairperson are absent.
6. Acts as a liaison between all groups to ensure cooperation and responsibility.
7. Attends the bi-yearly Guideline/Budget Review Committee.
8. Holds an annual RSC Budget Review meeting and CAR Workshop as needed.

**ALTERNATE REGIONAL COMMITTEE MEMBER (Alt-RCM):**

The Alt-RCM shall have a minimum of 1-Year continuous clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts and previous Area Service Committee experience. Responsibilities are as follows:

1. Serves as RCM, if the RCM is absent.
2. Attends all RRASC and RSC meetings and other related service conferences and assemblies.
3. Prepares a written report to be read at each RRASC meeting.
4. Attends the bi-yearly Guideline/Budget Review Committee.
5. Works closely with the RCM in fulfilling the RCM's duties.

**ARTICLE VI- STANDING SUBCOMMITTEES**

**Section 1.** The standing subcommittees of the RRASC are:

- A. Activities**
- B. Public Relations (PR)**
- C. Literature Distribution**

**Section 2.** Subcommittee chairpersons are expected to submit a written report to be given at each regularly scheduled Area Service Committee meeting. If they are unable to attend, the vice chair of each subcommittee will attend (if applicable); or, the subcommittee chair will call the RRASC Chair. If a subcommittee handles money, a financial statement is to be read at the monthly Area Service Committee meeting. Receipts and disbursements and the monthly bank statement will be made available upon request.

All RRASC subcommittee financial statements will be turned in to the RRASC for the alternating bi-yearly review in March of that year by the Guideline/Budget Review Committee. *All Subcommittees are required to have a set of guidelines submitted annually to the RRASC for approval.* Subcommittee Chairpersons need to attend the bi-yearly Guideline/Budget Review Committee.

**Section 3.** A representative of each subcommittee will be sent to the quarterly RSC.

**Section 4.** A representative of Public Relations (PR) must attend the Western Service Learning Days and must request the travel allotment of \$300.00 when attending in person.

## **ARTICLE VII- SPECIAL COMMITTEES**

The RRASC may want to create a special committee to study or work on some issue. Typically, such a committee meets a few times to study or work on a problem. It then comes back and gives the RRASC a report that includes its findings and recommendations. These committees are made up of RRASC Administrative Members and RRASC subcommittee chairpersons and any other NA members who wish to participate. Of course, any action to be taken on these findings and recommendations must be approved by the voting RRASC members. Special Ad-Hoc committees will be disbanded upon completion of their work.

## **ARTICLE VIII - ELECTIONS**

**Section 1.** Election of trusted servants and standing subcommittee chairpersons for the RRASC will be held annually at the regular May RRASC meeting, with nominations accepted in March, April and May.

**Section 2.** No trusted servant or subcommittee chairperson shall hold more than one RRASC position at a time, and no administrative member shall be eligible to serve more than two terms consecutively in the same position.

**Section 3.** Interim trusted servants may be elected as required. Their term of service shall be for the remainder of the predecessor's term of service and shall conclude at the annual election.

**Section 4.** Any member of NA, except for the acting chairperson, may nominate a suitable individual for any RRASC position. RRASC members can second nominations; only RRASC members can vote.

**Section 5.** A  $\frac{2}{3}$  vote of the GSRs or their alternate attending the meeting will be required to elect these trusted servants and subcommittee chairpersons.

**Section 6.** Anyone nominated or elected to a RRASC position, must be present at the RRASC meeting. All nominees must give verbal service qualifications @ the time of nomination.

## **ARTICLE IX- REMOVAL OF TRUSTED SERVANTS AND OR SUBCOMMITTEE CHAIRPERSONS**

**Section 1.** A service member may be removed from their position for non-compliance after due notification by the RRASC. Non-compliance includes, but is not limited to:

- a. Non-fulfillment of the duties of their positions.

- b. Second absence from a regular meeting of the RRASC during their term without prior notification to the Area Chairperson or Vice Chairperson.
- c. Loss of clean time.
- d. Theft of Narcotics Anonymous funds or other resources.

**Section 2.** In the event of an absence, a written report shall be submitted to the Chairperson or Vice Chairperson.

## **ARTICLE X- MEETINGS**

**Section 1.** The RRASC shall meet monthly on the 4th Sunday of the month. If the RRASC meeting falls on a weekend when the RSC/GSR assembly meets; the RRASC will meet on the 3rd Sunday of the month. The RRASC meeting date and/or time may be changed as needed by a majority vote of voting members present at any RRASC meeting.

**Section 2.** Voting on all RRASC motions affecting budget or guidelines will be by GSRs only, or their alternate if the GSR is absent, on a one vote per group basis. A  $\frac{2}{3}$  Majority vote prevails.

**Section 3.** Attendance and discussion at the RRASC are welcome from any recovering addict. Motions and nominations can be made by anyone in attendance except the Area Chairperson. Anyone may second the nominations.

**Section 4.** Special meetings may be called by the Chairperson of the RRASC and shall be called upon the written request of members of the RRASC. The purpose of the meeting shall be slated. No business other than that which is slated will be conducted.

**Section 5.** In all areas not covered by these guidelines, the 12 Traditions & 12 Concepts of Narcotics Anonymous, the Guide to Local Service and Rogue Redwood Rules of Order will be used.

## **ARTICLE XI- FUNDS**

**Section 1.** All monies accumulated by the RRASC from group contributions and all other Narcotics Anonymous sources shall be maintained in a bank subject to disbursement for paying obligations. Signatures of One of the following trusted servants shall be required on all disbursements:

- A. Chairperson
- B. Vice Chairperson
- C. Treasurer

**Section 2.** Disbursements of RRASC funds shall follow the RRASC budget; unless, an exception (no greater than \$50) is approved by the RRASC Chair.

**Section 3.** The RRASC budget shall be revised and presented for approval, after review by the groups, at the regular May RRASC meeting. A  $\frac{2}{3}$  majority of voting members present shall be required for approval.

**Section 4.** RRASC donations to the RSC shall be as budgeted per month or any amount over 2 months operating expenses, to be disbursed at the RRASC meeting prior to the quarterly RSC.

**Section 5.** The travel allotments for RSC and the CAR assembly will be disbursed individually \$75.00 per as requested at a regular RRASC meeting. Travel allotment for PR for Western Service Learning Days shall be \$300.00. Attending members to provide expense receipts.

## ARTICLE XII- THEFT POLICY

Anyone elected to a trusted servant position to the Rogue Redwood Area Service Committee of Narcotics Anonymous (RRASC) that handles money or is an Authorized signer on the RRASC bank account, or is an Authorized signer on the RRASC subcommittee bank accounts, shall agree to; but, is not limited to the following:

1. Must have 2 years clean time.
2. Do not make cash withdrawals from any bank account.
3. Keep all receipts.
4. All checks require 2 signatures.
5. Purchase only what is needed and agreed upon by the RRASC or its subcommittees.
6. Do not sign checks in advance.

## ARTICLE XIII-AMENDMENT AND ADDITIONAL PROCEDURES

**Section 1.** GSRs, RRASC Administrative Members (except the Chairperson) or Subcommittee Chairpersons may propose amendments or additions to these guidelines at a regular RRASC meeting. This is the procedure for amendments or additions to the guidelines:

- A. Any member (except for the Chairperson) can propose an amendment to the guidelines for the RRASC to consider.
- B. If at least  $\frac{2}{3}$  of the voting members present at a RRASC meeting agree to consider the proposal; it goes back to the groups for a group conscience vote.
- C. All other motions must be passed by  $\frac{2}{3}$  present majority.
- D. The proposal is accepted as an amendment if at least  $\frac{2}{3}$  of the voting members present at the next RRASC meeting approves the proposed guideline change.

**Section 2.** The amendment shall go into effect immediately upon its adoption unless the motion adopted specifies at a time otherwise.

**Section 3.** The RRASC guidelines shall be revised and presented for approval at the regular May RRASC meeting. A  $\frac{2}{3}$  majority of voting members present shall be required for approval.

# ROGUE REDWOOD AREA RULES OF ORDER

## DECORUM STATEMENT

Meetings will be conducted according to these Rules of Order, adapted from *Robert's Rules of Order*.

This time-honored system for conduction of business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants. These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our 12 concepts; please, do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is underway, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

## DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions is usually limited to two or three pros and two or three cons (speakers for or against the motion). Speakers addressing the motion in debate usually have two or three minutes in which to speak their minds.

## MOTIONS

There are two basic kinds of motions. It is important to understand the difference between them. The kinds of motions are *Main Motions* and *Parliamentary Motions*.

### MAIN MOTIONS

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says: "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of the motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it, and its intent out. This is especially important for long or complicated motions.

Every motion requires a *second*- the backing of another person who either wants the idea put into practice or wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say: "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of several reasons; the main motion goes against the committees's standing policy, clearly contradicts one of The 12 Traditions, 12 Concepts for NA Service, the PCRSC By-Laws, or is inappropriate at the particular point in the meeting at which it is made. *Robert's Rules of Order* can be consulted for more specific examples of motions that are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

### PARLIAMENTARY MOTIONS

*Parliamentary motions* can be understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space and practically permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to **Amend**      \* **Simple Majority Required**      \***Debatable**  
This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "*I move to amend the motion*" and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted; the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has been carried). When debate is exhausted on the merits of the main motion itself, a vote is

taken, and the body moves on to the next item of business. If an amendment is offered and the persons making and seconding the original motion accept it, no second vote is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had formally been amended. This is called making a *friendly amendment*.

2. Call for the **Previous Question** \*  $\frac{2}{3}$  **Majority Required** \* **Not Debatable**

For our purposes, this may be the most important parliamentary motion. Use it often. The motion is made by a member saying: “*I call for the question,*” or “*I move the previous question.*” It is another way of saying, “I move that debate to a stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If  $\frac{2}{3}$  of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

3. Motion to **Table** \* **Simple Majority** \* **Not Debatable**

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying: “*I move that we table this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to **Remove from the Table** \* **Simple Majority** \* **Not Debatable**

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying: “*I move to remove from the table the motion to such-and-such.*” If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails; the body moves on to the next item of business.

5. Motion to **Refer** \* **Simple Majority** \* **Debatable**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad-hoc committee for further study. This can be done by a member saying: “*I move to refer the motion to the such-and such subcommittee.*” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer does not pass; the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has to come up with at the next meeting of the full committee.

6. Motion to **Reconsider or Rescind** \* **Majority required varies** \* **Debatable**

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can either move to *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last or the current meeting.
- The member making the motion must have information on the issue that was not available in the original vote on the motion.
- The member must have been with the winning side of the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order. Both motions to rescind or reconsider require a simple majority if committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a  $\frac{2}{3}$  majority.



7. Request to **Withdraw a Motion**                    **\*Unanimous Consent**                    **\*Not Debatable**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

8. Offering a **Substitute Motion**                    **\*Simple Majority**                    **\*Debatable**

A substitute motion is the same thing as an amendment to a motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to **Adjourn**                    **\*Simple Majority**                    **\*Not Debatable**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

## OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

### ORDER OF THE DAY

If a committee member feels that business is going too far astray from the original agenda, that member says: “***I call for the order of the day.***” This means: “I move that the chair brings us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even require a vote. The chairperson is obligated to honor the request unless  $\frac{2}{3}$  of the body tells the chair otherwise

### POINT OF INFORMATION

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson: “***Point of information.***” This means: “I have a question to ask,” not, “I have information to offer.” One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

### POINT OF ORDER

If it appears to a committee member that something is happening in violation to the rules of order, and if the chairperson has not yet done anything about it; the member may simply say out loud: “***Point of order.***” The chairperson then says: “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says: “Your point is well taken,” and restates the appropriate rule. If the chair does not agree, the chair says “Overruled.” This decision, as all others, can be appealed.

### POINT OF APPEAL

Any time that the chair makes a decision; that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying: “***I appeal the decision to the chair.***” If the appeal is seconded, the chair then asks: “On what grounds do you appeal my decision?” The chairperson then speaks briefly to the

intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is then taken, requiring a simple majority to overrule the original decision of the chair.

### **PARLIAMENTARY INQUIRY**

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all the member has to do is ask. At any time, a member may simply say out loud: "***Point of parliamentary inquiry.***" The chairperson must immediately recognize the member so that person may ask how to do such and such. The chair will answer the question, possibly referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted on.

### **POINT OF PERSONAL PRIVILEGE**

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent; you may interrupt the proceedings by saying: "***Point of personal privilege.***" If the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chair must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

### **VOTING PROCEDURES**

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then by abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming,

OLT, 07/25/2021

# MONTHLY BUDGET MAY 2019- MAY 2021

## ACTUAL EXPENSES AND RECOMMENDED BUDGET

<u>EXPENSE</u>	<u>2020 ACTUAL COST</u>	<u>2021 RECOMMENDED</u>
1. Phone Lines	\$15.00	\$16.00 (\$192.00)
2. Printing	\$50.00	\$55.00 (\$660.00)
3. P.O. Box	\$90.00	\$11.16 (\$134.00)
4. PR Literature	\$120.00	\$120.00 (\$1440.00)
5. Travel (RCM)	\$0.00 (Zoom)*	\$75.00 (\$300.00) <small>quarterly</small>
6. Rent for RRASC	\$40.00	\$50.00 (\$600.00)
7. RRANA Website	\$10.00	\$11.99 (\$143.88)
8. Insurance Harts (Includes 501.3c)	\$105.00	\$114.16 (\$1370.00)
9. Christmas Marathon	\$30.00(\$360.00)	\$35.00 (\$420.00)
10. Recovery Fair	\$0.00 *	\$50.00 (\$50.00) **
11. WSL PR Travel	\$0.00 *	\$300.00 (\$300.00)**
12. Misc. (Supplies)	\$50.00	\$50.00 (\$600.00)

\* covid-19 pandemic cancelled event

\*\* set one time annually

<b>Totals-----</b>	<b>\$6,120.00 Yearly</b>	<b>\$6,209.00 Yearly</b>
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