

CALIFORNIA NORTHERN INTERIOR AREA 007

GUIDELINES FOR DISTRICT 30

**GUIDELINES FOR DISTRICT 30—A COMPILATION OF PAST
EXPERIENCES**

Fifth Edition
AUGUST 2015

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INTRODUCTION:

The purpose of this “Guidelines” document is exactly that, to provide suggestions, never rules, to help the District’s trusted servants and committees function effectively. New trusted servants and new committee members will benefit from the experience, strength and hope of their predecessors. Departing from the Guidelines is entirely appropriate if the departure is within the spirit of the traditions, especially Traditions 2 and 4. The guidelines will change over time and so it is anticipated that trusted servants and committee members will suggest modifications as appropriate.

We must always remember: our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that I am responsible.

“Alcoholics Anonymous”, Fourth Edition, June 4, 2004

DISTRICT 30

THE DISTRICT

A District is the communication link between the Groups and the General Service Conference. It is a geographic unit made up of several groups. District 30 of the California Northern Interior Area 07 (CNIA) covers Amador and Calaveras Counties. The number of groups varies from time to time but is approximately 50, of which typically about 2/3 have General Service Representatives (GSRs). The others have a contact person.

District 30 sponsors a telephone hotline, prints and distributes meeting directories (twice or more) a year (spring and fall), maintains a Group Secretary's Manual and holds several related functions. A District 30 Newsletter is issued monthly. Inter-groups, H&I and other service committees are welcome to send representatives to the district meetings and any A.A. member can attend.

MEETINGS AND AGENDA

Regular District 30 meetings are held monthly from 10 a.m. until 12 noon on the second Saturday of each month at St. Matthew's Episcopal Church, Mariposa and Oak Streets, San Andreas, CA, unless circumstances make necessary a change in time and place. In the past, the meeting location and time have been changed to accommodate Unity Day, Assemblies, Gold Country Roundup, and District Cluster Meetings. District Cluster Meetings may be held at one location among neighboring districts to hear the Delegate's report on the annual General Service Conference. In the past Districts 30 through 34 have participated. See Appendix A for a sample meeting agenda.

DUTIES OF DISTRICT 30 TRUSTED SERVANTS

All District 30 GSRs, committee chairs, and trusted servants are expected to participate in monthly District 30 meetings and to cast votes as appropriate. GSRs are expected to participate in Area assemblies.

DISTRICT COMMITTEE MEMBER (DCM)

See the "AA Service Manual" for suggested duties of the DCM. Duties not mentioned there include the following:

- Prepares meeting agenda
- Reviews minutes for accuracy.
- Updates all group information and shares with appropriate people/organizations
- Appoints the following committee chairs; Guidelines, Hotline, PI/CPC, and Publications.
- Makes all arrangements for the District monthly meeting, i.e. coffee, supplies, etc..
- Attends monthly CNIA Committee meetings and assemblies and delivers a report covering District 30 activities.
- Unless there is a District *Grapevine* Chair, notifies the *Grapevine* when the district or an individual group has a new *Grapevine* Representative. Provides the representative's name, address, group name and group ID number to:
Grapevine, PO Box 1980, Grand Central Station, New York, NY 10163-1980

ALTERNATE DISTRICT COMMITTEE MEMBER

See *Service Manual*.

- Serves on the Hotline Committee as an ex officio member.
- Handles special assignments and serves on committees as appropriate.

LOCAL COMMITTEE MEMBER (LCM)

As the *Service Manual* states, an AA District is “a geographical unit containing the right number of groups – right in terms of the committee member’s (i.e., DCM’s) ability to keep in frequent touch with them, to learn their problems, and to find ways to contribute to their growth and well-being.” The Manual goes on to say that a rural district may have as few as five groups. District 30, having nearly 50 groups spread over two counties, far exceeds that guideline, thus making it high-impossible for the DCM to fulfill his/her responsibilities.

To remedy this situation, groups were surveyed for their suggestions. The most-favored was a creation of the position of Local Committee Member (LCM), as described on page S30 of the *Service Manual*. The following are suggested guidelines of duties and qualifications for the service position, and a breakdown of geographic areas (“sub-districts”) within our District.

Duties:

1. Attend monthly District meetings and report on groups in their sub-district, particularly those not having GSR’s. *NOTE: The LCM does not vote or carry a group conscience unless serving as a GSR for his/her home group.*
2. Assist the DCM/Alternate DCM by carrying information, (announcements, special events, and the Newsletter) to groups in their sub-district not having GSR’s.
3. Provide the DCM/Alternate DCM with updated group contact information.
4. Encourage participation in General Service, explaining the importance of having a General Service Representative.

Recommended Qualifications:

1. Two-year commitment.
2. Two years sobriety
3. Some experience in General Service, preferably as a present or past GSR or District/Area Officer.
4. The position rotates with the Panel.

Sub-Districts:

1. Highway 4 Corridor: Copperopolis east to Arnold or above.
2. San Andreas – Mountain Ranch – Rail Road flat – West Point Corridor.
3. Valley Springs to Lone.
4. Highway 88 Corridor: Jackson east to Pioneer or above.
5. Highway 49 Corridor: north of Jackson: Sutter Creek to River Pines.

TREASURER

See *Service Manual* regarding Area Treasurer and the Treasurer’s Procedure Document. The Treasurer should have experience as a Group Service Representative. The Treasurer serves on the Finance Committee. The Treasurer

should have the ability to utilize Quicken software, helpful for record keeping purposes.

- Receives and deposits all donations received from groups and any other income from AA sources into El Dorado Savings Bank checking account or savings account.
- Prepares and sends donation receipts to contributing groups.
- Promptly pays District 30 bills.
- Prepares the monthly financial statement, balances the bank statements and makes all financial records available for the groups and the District 30 Trusted Servants.
- Provide Hotline Chair with copies of monthly telephone bills.
- Keeps bank and District 30 P.O. Box authorized signature cards up-to-date.
- Provides a receipt for any cash donations, keeping a copy for the Treasurer's files.

PRUDENT RESERVE

The treasurer maintains a minimum balance in the savings account which is the Prudent Reserve; an amount determined by the District to be necessary to cover costs of operation. A working balance in the checking account should be maintained as well. Funds in excess of the prudent reserve and working balance will be disbursed as determined by the GSR group conscience.

REIMBURSING EXPENSES

The Treasurer advances or reimburses fully documented expenses incurred by the District's Trusted Servants in the performance of their service positions. The Treasurer's expenses are reimbursed by a check signed by a District 30 checking account signatory other than the Treasurer. See Appendix D for Expense Reimbursement Form.

PETTY CASH

The petty cash account is not to have more than \$20 on hand at any time.

CNIA ASSEMBLY

The CNIA Treasurer may pay an advance directly to the facility chosen as the Assembly location. Our Assembly Chair appoints Registration Committee with the responsibility to receive registrations. The committee may use a database system to account for each registrants fee paid and checks may be sent on a weekly bases to the CNIA Treasurer. It is not necessary for District 30 Treasurer to handle CNIA registration funds or make any entries to the CNIA Income Categories. Coffee donations received during the assembly are turned over to the CNIA Treasurer each evening, again requiring no entry into the Districts accounting system. If District 30 spends its money, the Treasurer will work with the Assembly Chair in requesting reimbursement from the CNIA Treasurer. The snack bar is the responsibility of the District and is to be budgeted for. See Appendix C.

RECORDING SECRETARY

See *Service Manual*

- Obtains written reports from all Trusted Servants for use in drafting minutes.

- Prepares minutes for review by the DCM and inclusion in the District 30 Newsletter.
- Maintains current file of agendas and minutes.
- Serves on the Publications Committee as an ex officio member.
- Assembles newsletter and distributes to groups.

See *Appendix D for Newsletter Editorial Policy*

GENERAL SERVICE REPRESENTATIVE (GSR)

See *Service Manual* and Pamphlet “*The GSR*”.

GROUP CONTRIBUTION GUIDANCE

See Pamphlet “*Self-Support: Where Money and Spirituality Mix*”

COMMITTEES

FINANCE

The committee will include the treasurer, who may not be the chair of the committee, and 3 GSR’s to be appointed by the DCM. The chair will be chosen from the hat by the DCM, to be approved by the GSR’s. It is suggested that this be done by the February meeting following the November elections.

- The committee serves for two years, coinciding with the District Officers.
- The committee will study finances of the District in an effort to assist the treasurer in developing the annual budget and to stress the 7th Tradition of the self-support in the District.
- Any proposal of unbudgeted or unanticipated financial impact more than \$200 must be presented to the committee for consideration. The committee will pass on its recommendations to the District as soon as possible.
- Conduct quarterly review of treasury reports, including bank statements, savings account passbook, canceled checks, receipts, invoices and any other materials they deem necessary and to report to the District.

PUBLICATIONS

The Publications Committee is comprised of the Chair, another member recruited by the Chair, and the Recording Secretary as an ex officio member. The Committee is responsible for updating and distributing the Group Secretary’s Manual and the Guidelines for District 30. See Appendix C.

HOTLINE

DUTIES OF THE HOTLINE CHAIR

- Recruits other Hotline Committee members and all members recruit Hotline Monitors, and 12th Steppers from both counties.
- Acts as the primary liaison between A.A. and the answering service and the carrier.
- Monitors Hotline expenses to be sure they remain within budget and to be submitted to the Treasurer, using the District expense form with supporting

documents.

- Prepares a written Hotline report to present at the monthly District 30 meeting.
- Maintains written instructions for the Hotline procedures and makes copies available to the Volunteers, Publications Chair and District Archivist. Passes on all procedures, materials and software to new Hotline Chair at completion of term.

See *Appendix B*

PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY (PI/CPC)

See *“Public Information Workbook”*

The PI/CPC Committee consists of the Chair and members recruited by the Chair.

- Be in regular communication with the PI/CPC desk at GSO- (212) 870-3400, pubinfo@compuserve.com and with the CNIA Alternate Delegate by attending the Area Assemblies and with the PI/CPC Committee Chair from Delta Intergroup.
- Attend District 30 meetings to report on activities.
- Receive 150 meeting directories from District 30 twice each year and arrange for committee members to make them available to the public in their towns, libraries, hospitals, lodging, police departments, post offices, (by permission of the postmasters), etc.
- Address all calls which may come from meeting schedules, the DCM, the Area Delegate, or direction from AA World Services. The Committee Chair’s phone number is on the meeting schedules.
- Participate in the upkeep of the shared Delta Intergroup/District 30 PI/CPC display and use this display whenever necessary. (This display is kept with Delta).
- Participate in determining the yearly PI/CPC budget with the District 30 Finance Committee.

DISTRICT GRAPEVINE REPRESENTATIVE

See *“A Guide to AA Grapevine”*.

DISTRICT BRIDGING THE GAP (BTG) CHAIR

The BTG Chair essentially functions as a conduit to facilitate the flow of requests for assistance of people when they are discharged from an institution. The soon to be discharged person fills out a “Blue Card” requesting to be put in contact with a member of AA in their home area or district when they are discharged from that institution. Thereby bridging the gap between institutions and the home area or district. Some folks, when they are discharged, are hesitant to ask for help. This affords them a way of asking before the date of their discharge.

- The District 30 BTG Chair works with other service chairs within District 30 and Area 7 to Carry the Message. Specifically works with the Area 7 BTG Chair to receive updates and assistance with the performance of the various functions.
- Maintains contact with other BTG Chairs within the state to maintain a

network of contacts to ensure the message is being carried.

- Works with the District 30 and Area 7 PI/CPC Chairs to avoid redundancies in the contacting the various Hospitals and Institutions.
- Passes out the “Blue Cards” at the places the Chair visits, to the clients or residents of those facilities. Facilitates getting the “Blue Cards” or the information on them, to the proper Area or District BTG Chair or representative.
- Makes periodic reports to the District at District 30 Business Meetings.

District Archivist:

Mission Statement:

The mission of District 30 Archives, Alcoholics Anonymous (AA) is to document permanently the work of District 30 Archives, AA, to make the history of the organizational accessible to AA members and other researchers, provided anonymity of AA members is protected and maintained, and to provide a context for understanding District 30, AA’s progression, principles and traditions.

Purpose:

The Archives of District 30 will:

- Receive, classify and index all relevant material, such as administrative files and records, correspondence, and literary works and artifacts considered to have historical importance to District 30 and Alcoholics Anonymous;
- Hold and preserve such material;
- Provide access to these materials, as determined by the Archivist in consultation with the Archive Committee members who may have a valid need to review such material, contingent upon a commitment to preserve the anonymity of our members;
- Promote knowledge and understanding of the origins, goals and programs of District 30 and Alcoholics Anonymous.

Duties of the Archivist:

The District 30 Archivist should have an interest in local AA history and an interest in collecting and preserving current information that may be of historical significance to future generations. The District Archivist duties include, but are not limited to the following:

1. Collect current items for preservation, such as meeting schedules, budgets and year-end reports for District financial records, policy, procedures, and guidelines as published by the District, Committees and service structures within District 30. The following list (a-f) outlines in detail suggested collections by the Archives that can be subject to Archive Committee approval.
 - a. Group and Individual Histories for the District.
 - b. Artifacts gifted to the District by groups and/or individuals that are approved by the Archive Committee.
 - c. Unity Day Present Day and Historical records.
 - d. GSO (New York) Procedures and information, including historical collections.

- e. Collection of Non-Conference Approved literature and artifacts as approved by the Archive Committee for preservation.
- f. Collection of Non-District AA history for such entities as the Gold Country Roundup as approved by the Archive Committee.
2. Monthly attendance at District meeting and Archive Committee meetings.
 - a. Create Agendas, Minutes and Policies for District Archives.
 - b. Submit Archive Reports to District as needed.
3. Safeguard existing archives.
4. Maintain the District Collection Scope (what is and isn't stored in the Archives), revising its policies as needed.
5. Organize an Annual Archive History Day at a location within the District.
6. Organize archives for easy access to specific information requests or needs.
7. Create informational displays of archived material for use at District functions, such as Unity Day, or assemblies and gatherings providing insight into the history of AA in the local area.
8. Be a research agent for the District in contact with CNIA Area 07, and G.S.O. Archivists with regard to answering questions about local AA history.
9. Review archive guidelines and information available at AA.org.
10. Consult with other District and Area Archivists to share ideas and information.

DIRECTORIES

Meeting schedules are published twice or more per year in spring and fall. GSR's and LCM's report any new or discontinued meetings or any changes to existing meetings, (times, locations, etc.). Before the new schedules are printed. Each group representative will estimate the number of meeting schedules that will be needed and report to the chair.

WEB SITE SUB-COMMITTEE

The web site sub-committee is a part of the Public Information/Cooperation with the Professional Community Committee and consists of at least five or other odd number members. The members ought to include the DCM or Alternate DCM, PI/CPC Chair, Hotline Chair, three GSR's and a Webmaster. A Webmaster is needed to maintain the web site. The Webmaster ought to be an AA member, a member of the committee and may be one of the previously mentioned members. The DCM, Alternate DCM, and Hotline Chair should not serve as the Web Site Sub-Committee Chair. The committee's responsibilities would include ensuring the web site follows AA's 12 Traditions, developing and proposing guidelines and budget, approving web site content including announcements and links to other AA web sites as well as determining the web site host and domain name.

Authority for changes to the meeting schedules on the web site should be delegated to the Hotline Chair and Webmaster. In this way the web page would display very current meeting information. The District still needs to produce a hard copy meeting directory as is done now, by the Hotline Committee.

The "FAQ (Frequently Asked Questions) About A.A. Web Sites" is available at www.alcoholic-anonymous.org

DISTRICT 30 WEB SITE CONTENTS

It is suggested that the District 30 web site contain information from AA literature, namely the “*Preamble*”, “*What AA does*” and “*What AA does not do*”. It also provides:

- Meeting schedules for AA meetings in District 30 Amador and Calaveras Counties.
- Spanish Speaking meeting schedules for meetings within 50-60 miles of the District.
- Announcements of AA happenings and new meetings in District 30.
- Group Service Information.
- Committee meeting and Assembly locations and dates.
- Links to other AA web sites.
- Provides visitors means to email comments to the Trusted Servants via the Webmaster. Any email messages originating from the website are to be directed to the Webmaster who would then forward the message to the appropriate District 30 Trusted Servant. Past experience has shown that a person receiving email directly from the site is likely to see a significant increase in SPAM to their personal email address.
- District 30 Newsletter will be published without the full names and phone numbers of District 30 Trusted Servants
- The web site is **NOT** to contain commercial advertising or full names of any person, whether AA member or not.

UNITY DAY

The purpose is to provide a self-supporting day of goodwill and service, to encourage unity of AA members with other groups in District 30 and AA as a whole.

GROUP PARTICIPATION

It is desirable to have AA groups volunteer to carry out specific committee functions. Committees may include but are not limited to: Program, Registration, Publicity, Lunch, Dinner, Setup/Cleanup, Free Drawing, Speakers, Kids activities, Decorations, Pie Social, Coffee and Service Tables. A chairperson for Unity Day, either a volunteer or an appointed person, arranges for meetings of committees as needed.

COOPERATION

Provide an atmosphere of cooperation with Al-Anon and Alateen to include their participation.

COMMITTEE MEETINGS

Coordination meetings of committee chairs are held as needed. Each committee may meet when and where necessary.

REGISTRATION

It is not the intent to have this be a money making function. Registration fees should only be charged when it is necessary to pay rent for use of a facility. Having different rates for AA, Al-Anon and Alateen should not unduly complicate registration, unless Al-Anon and Alateen wish to conduct separate registration. If additional fees are incurred to provide space for those entities they would be asked to pay those fees.

SCHOLARSHIPS

Scholarships will be provided to those who say they cannot afford the fees, to guest speakers and people who are asked to provide a service function from outside District 30 such as Area Officers. Scholarships may include all or partial fees.

BUDGET

District 30 will provide a budget, showing allocations to the various committees, based on historical experience. While the total budget is not to be exceeded, the Unity Day Committee may reallocate funds as needed.

ASSEMBLY COMMITTEE

District 30 has had the good fortune to host several CNIA Assemblies. Typically, the Assembly Chair is appointed by the DCM at least one year in advance of the Assembly. Facility reservation is often required one year or more in advance to assure availability.

This committee has had the following subcommittees.

- Chair - coordinates Assembly with CNIA Alternate Chair, facility management, caterers and District 30. Has regular meetings with the District 30 Subcommittee Chairs and gives progress report to the GSRs at District 30 meetings.
- Finance - District 30 Treasurer.
- Registration - Provide pre-registration and on-site registration.
- Flyers and computer support - provides flyers, forms, attendee name badges and signs. Provides registration database support to Registration Committee.
- Greeters and Information - Greet attendees, direct them to parking, hotel facilities and restaurants, etc.
- Decorations - Table decorations for meeting room.
- Back-to-Basics Housing - Recruits homes of local AAs where attendees may stay at no cost.
- Hospitality - Staffs snack bar and coffee in meeting rooms.
- Housekeeping - Sets up tables, chairs and signs. Assists CNIA in setting up public address system, speakers, microphones and taping equipment.
- Ice Cream Social - Provide for Ice Cream Social - usually at multiple day assemblies only and arranged with CNIA Alternate Chair.

More information can be found in the CNIA DCM Handbook.

BACK-TO-BASICS HOUSING

The two and three day assemblies need to have housing facilities available, either at or near the facility. A "BACK-TO-BASICS HOUSING" program was started where AA members of the host district had attending AA members stay at their homes for no charge; this program is strongly encouraged to help reduce costs for attendees. This service was common in early AA and therefore referred to as back-to-basics. When recruiting homes one should determine if smoking is allowed, availability of handicap access and whether there are pets (some people may be allergic to certain animals).

ELECTION PROCEDURES

See *Service Manual* regarding 3rd Legacy Procedure

District 30 trusted servants (GSRs, committee chairs and officers) serve on a panel for 2 years beginning on January 1 of even-numbered years. The GSR and Alternate GSR are elected at the group level, preferably in October; if not, then no later than the November District 30 election meeting. The groups determine the method used for electing these trusted servants.

District 30 committee chairs and officers are elected or appointed at the District 30 election held at the November District 30 meeting of odd-numbered years, preceding the California Northern Interior Area (CNIA) Election Assembly which is normally held the third Saturday of November in odd-numbered years. The elected District 30 trusted servants are:

- District Committee Member
- Alternate District Committee Member
- Recording Secretary
- Treasurer

GLOSSARY

CNIA - California Northern Interior Area of Alcoholics Anonymous, also known as Area 07 of the General Service Conference. CNIA includes most of the Sacramento and San Joaquin Valleys as well as the Western foothills of the Sierra. For maps and additional information on CNIA see CNIA GSR Handbook and the AA Service Manual.

DCM - District Committee Member

GSR - General Service Representative

GSO - General Service Office

H&I - Hospital and Institution Committee

PI/CPC - Public Information/Cooperation with the Professional Community.

APPENDICES

A. SAMPLE MEETING AGENDA

CNIA DISTRICT 30 MEETING AGENDA

SATURDAY, APRIL 17, 1999, 10:00 A. M.

ST. MATTHEW'S EPISCOPAL CHURCH, SAN ANDREAS

Open with the Serenity Prayer

Introductions and Announcements

Read GSR Preamble

Read and Discuss: Tradition 4 – Concept 4 – Warranty 4 –

Volunteers for next meeting – Tradition 5

Concept 5

Warranty 5

Consideration of Minutes – (last meeting)

Old Business

New Business

Liaison Reports: Gold Country Round Up, H&I – Amador and Calaveras, NCCAA

District Committee Member's Report -

Group Reports and Questions - Please give a copy of your report to the Secretary

Trusted Servant and Committee Reports - Please give a copy of your report to the Secretary

Alternate DCM –

Recording Secretary -

Treasurer -

Hotline -

PI/CPC -

Finance –

Archives –

Publications -

Guidelines -

Unity Day –

Coffee Contribution

Adjournment - Prayer of Choice

Next Meeting – St. Matthew's Episcopal Church, San Andreas

B. HOTLINE AND MEETING DIRECTORIES

See procedures document for Hotline.

C. COMPUTER SOFTWARE

District 30 may need to provide the committee with MS Access or compatible software in the event no member has the software. This software would be owned by the District and would need to be removed from a member's computer once their service is ended.

D. NEWSLETTER EDITORIAL

EDITORIAL POLICY OF THE CNIA DISTRICT 30 NEWSLETTER

The CNIA District 30 Newsletter publishes articles that reflect the full diversity of experience and opinion found within the District. It is the District's intent that no one viewpoint or philosophy dominates its pages. In determining editorial content, the District will rely on the principles of the Twelve Traditions, with particular focus on principles, not personalities, as well as on the singleness of purpose of Alcoholics Anonymous.

The District reserves the right to accept or reject material submitted for publication.

The District evaluates articles, and while some editing is done for purposes of clarity,

styling, and length, the editors encourage all writers to express their own experience in their own unique way. Publication of articles submitted will be dependent on space available in the Newsletter.

Articles are not intended to be statements of District or AA policy, nor does publication of any article constitute endorsement by either the District or Alcoholics Anonymous.

E. ANNUAL BUDGET PROCESS

THE FISCAL YEAR

The District 30 Fiscal (budget) year begins July 1 and ends June 30th. This fiscal year was approved several years ago so a new panel of Trusted Servants only had to deal with six months of a previous panel's budget.

THE BUDGET TIMELINE

December

The California Northern Interior Area confirms Assembly locations for the following year. This information is needed by the Trusted Servants in order to determine mileage requirements for attending the assemblies. The Assembly information is in the Area Accents and can also be used by your group to plan your group expenses.

January

District 30 Trusted Servants and Committee Chairs prepare budget requests for the fiscal year beginning the following July 1st. At this time, the previous panel's Trusted Servants and Committee Chairs can be a very useful resource in developing the budget request.

February

Budget requests are submitted to the Finance Committee at the regular District 30 monthly business meeting. The Finance Committee develops a budget using budget requests and past budget information. The committee must take into consideration inflation and other factors that may require increases or decreases in the budget. The committee is to provide a written rationale explaining the budget.

March

The Finance Committee presents the proposed budget, under New Business, to the GSR's at the regular District 30 monthly business meeting providing a hard copy of the proposed budget and rationale for each GSR. The GSR's then discuss the proposed budget with their groups.

April

The GSR's and Finance Committee discuss the proposed budget, under old business, at the regular District 30 monthly business meeting. If the proposed budget is acceptable without change, it may be approved. If the GSR's believe significant changes are needed that require them to review the changes with their groups, the budget approval may be moved to the May meeting.

May

The budget ought to be approved at this meeting, but could again be delayed to the regular District 30 June monthly business meeting.

June

This is the last regular District 30 monthly business meeting at which budget ought to

be approved. If not approved by this meeting, a special meeting will be needed or the District will have to operate without a budget or with the previous year's budget. Certain regular monthly payments, such as phone bills must be paid whether or not there is a budget.

CNIA DISTRICT 30 - TRUSTED SERVANT EXPENSE REPORT

Supporting bills, invoices and receipts must be attached for reimbursement

Service From: _____ To: _____
 Name: _____ Position: _____
 Address: _____ Phone: _____
 City and Zip: _____

Please write brief purpose of expenditures. Use back of sheet if needed.

Lodging/Meals _____

Date	From	To	Round Trip Miles

Postage _____
 Supplies _____
 Telep _____
 hone _____
 Regi _____
 strati _____
 on Fees _____

Mileage paid @ \$0.545 per mile. Total Miles X 0.545 \$

Total Reimbursement \$

Advance Checks for Petty Cash Issued:

Ck #	Date	Payee/Purpose	Amount
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Signed: _____ Date: _____

Mail to: District 30, P.O. Box 43, Murphys, Ca 95247 or give to Treasurer. Thank You,

Date Received: _____

Date Paid: _____

Check # _____

Revised 1/6110

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