

SECRETARY SHEET

Date: \_\_\_/\_\_\_/\_\_\_ Meeting Number: \_\_\_\_\_

Secretary: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Topic: \_\_\_\_\_

**Readings:**

AA Preamble: \_\_\_\_\_ How It Works: \_\_\_\_\_

12 Steps: \_\_\_\_\_ 12 Traditions: \_\_\_\_\_

Daily Reflections: \_\_\_\_\_ Promises: \_\_\_\_\_

Newcomers: \_\_\_\_\_ Visitors: \_\_\_\_\_ Attendance: \_\_\_\_\_

Sobriety Time: \_\_\_\_\_

**Finances:**

Balance Forward: \$ \_\_\_\_\_

Expenses: \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Collection: \$ \_\_\_\_\_

**New Balance:** \$ \_\_\_\_\_

**Itemized Expenses:**