

## 2022 NPASCNA TREASURER REPORT

**MARCH**

<b>GRAND TOTAL BEGINNING BALANCE</b>	\$2,840.00
<b>AREA SERVICE BEGINNING BALANCE</b>	\$2,100.00
<b>ACTIVITIES BEGINNING BALANCE</b>	\$ 740.00

### **GROUP DONATIONS**

Afternoon Delight	\$ -
Are We There Yet	\$ -
Atmosphere of Recovery	\$ -
Back to the Basic	\$ -
Basic Sunday	\$ 150.00
Bellevue Beginners	\$ -
Chapter 7 Relapse & Recovery	\$ -
Cranberry Bigfoot	\$ -
Cranberry Candlelight	\$ -
Discovery in Recovery	\$ -
El Corona	\$ -
Expect a Miracle	\$ -
Food for Thought	\$ -
Garden of Hope	\$ -
Growing Stronger	\$ -
H.A.L.T. Group	\$ -
Help Us Help You	\$ -
Higher Power Group	\$ -
Hopeful Horizons	\$ -
It Gets Better	\$ -
Just for Thursday	\$ -
Keeping It Real	\$ -
Lawrenceville Group	\$ 100.00
Let's Get Honest	\$ -
Liberty Group	\$ -
Living in Recovery	\$ -
Living the Program	\$ -
Lost Chapel	\$ -
Miracle on Main	\$ -
Monday Night Solutions	\$ -
Monday Night Surrender	\$ -
NA Way	\$ -
Need a Miracle	\$ 30.00
North Hills Group	\$ 63.00
Real Deal	\$ -
Saturday Night Live	\$ -
Saturday Night Recovery	\$ -
Second Chance	\$ -
Serenity Café	\$ -
Sharpsburg Group	\$ -
Simply Recovery	\$ -
Staying Clean for Dummies	\$ -
Sunday Surrender	\$ -
Talking Text	\$ -
Text Messages	\$ -
The Plot Thickens	\$ -
Vets and Friends	\$ -
We Are Hooked on Hope	\$ -
Weekday Defection	\$ -
We Have a Choice	\$ -
We is the Key	\$ 100.00
Women Strong	\$ -

<b>Monthly Group Donation Total</b>	\$ 443.00
<b>Monthly Area Literature Purchases</b>	\$ 352.39
<b>Uncashed Check(s) d/t acct issue- see memo</b>	\$ 1,268.17
<b>Returned fee for stop check request (see memo)</b>	\$ 33.00
<b>Bank reconciliation (credit from fraud issue)</b>	\$ 0.01
<b>TOTAL INCOME</b>	\$ 2,096.57

**EXPENSES**

PAYABLE TO	CHECK #	NOTE	
Activities Increase	N/A	Budget increase	\$ 300.00
Ally LaCovey		Treasurer Supplies	\$ -
Chuck P		H&I Chair	\$ -
Chuck B		H&I Secretary	\$ -
Berkeley Hills	108	Church Rent	\$ 20.00
Ally LaCovey	105	Church Rent	\$ 20.00
Gina Brown	109	Secretary Supplies	\$ 24.00
HostGator.com		Annual Domain	\$ -
Natalie Huddleston	101	Literature Supplies	\$ 10.07
Valorie L	104	Area Chair	\$ 24.32
PNC Bank	N/A	New checks	\$ 23.99
PNC Bank	N/A	Deposit stamp	\$ 56.69
PNC Bank		Bank Fee	\$ -
PNC BANK		Returned Check Fee	\$ -
PNC Bank		Stop Payment Fee	\$ -
TSRSCNA	110	Region Donation	\$ 271.91
TSRSCNA	106	Region Donation (Feb)	\$ 236.06
TSRSO		H&I Literature	\$ -
TSRSO	107	Area Literature	\$ 131.81
TSRSO	102	Area Literature (inv 000232)	\$ 464.95
TSRSO	103	Area Literature (inv 000267)	\$ 512.77
USPS		PO Box Fee	\$ -
<b>EXPENSES TOTAL</b>			<b>\$ (2,096.57)</b>

Green entries reflect reissued checks from prior ASC. See memo for background.  
 Note - reissued check for Feb rent goes to Ally L b/c she paid the church in advance of the new account being available (receipt of payment provided)  
 Blue expenses relate to opening of new account and ordering checks and deposit stamp

**ACTIVITIES**

<b>BEGINNING BALANCE</b>	\$ 740.00
<b>INCOME</b>	
Budget increase	\$ 300.00
St Patricks Day (income) Check # 1002	\$ 176.15
Comedy Show	\$ -
Hayride	\$ -
Summer Picnic	\$ -
T-Shirts	\$ -
<b>INCOME TOTAL</b>	\$ 476.15
<b>EXPENSE</b>	
Advance Check Request - July event	
Bowling Party	\$ -
Comedy Show	\$ -
New Year's Eve Party	\$ -
Summer Picnic	\$ -
T-Shirts	\$ -
<b>EXPENSE TOTAL</b>	\$ -
<b>ACTIVITIES ENDING BALANCE</b>	<b>\$ 1,216.15</b>

See old business regarding budget increase

See final budget for event on following pages

<b>AREA SERVICE ENDING BALANCE</b>	\$2,100.00
<b>AREA &amp; ACTIVITIES ENDING BALANCE</b>	\$3,316.15

# NPASCNA: ADVANCE CHECK REQUEST

NAME Valerie Benson (please print legibly)  
 SERVICE POSITION ACTIVITIES CHAIR  
 ACTIVITY ST. PATRICK'S DAY SPEAKER JAM, Dinner, Dance  
 ACTIVITY DATE(S) 3/19/22

**Estimated Costs:**

Description	<u>church donation</u>	=	\$ <u>20.00</u>
Description	<u>food</u>	=	\$ <u>150.00</u>
Description	<u>PAPER SUPPLIES etc...</u>	=	\$ <u>30.00</u>
Description	_____	=	\$ _____
Description	_____	=	\$ _____
Description	_____	=	\$ _____

TOTAL ADVANCE REQUESTED = \$ 200.00

CHECK # 1773 all

ACTUAL EXPENSES (attach all receipts) \$ 220.94 \*  
 + 176.15

BALANCE DUE NPASCNA Individual Check # 1002 = \$ 176.15

\* 20.94 "donation" in lieu of writing check for expense diff.

Signature/Date Valerie B. 2/26/22  
 Signature/Date Allyson Kelley 3/26/22

## Final budget report

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Event: St. Patrick's Day Speaker Jam, Dinner and Dance

3/19/2022

EXPENSES (receipts obtained for all costs)

Donation to Church	\$20
Sam's Club (food)	\$97.12
Giant Eagle (food)	\$56.42
<u>Aldi's (food)</u>	<u>\$47.40</u>
<b>Total expenses</b>	<b>\$220.94</b>
<u>Minus advance check</u>	<u>\$200</u>
<b>Total owed Valerie B.</b>	<b>\$20.94**</b>

\*\* In lieu of being reimbursed for the difference between the budget and the actual expenses, Valerie B. (Activities Chair) "donated" the additional costs.

Income from the event            \$176.15 (paid via check #1002) to NPASCNA

## Bank Statement Cross Check

### CLOSED PNC ACCT

Month of Area Service: March  
 Bank Statement Period: 2/19/2022-03/04/2022 (Acct closed)

Total Anticipated (pull from previous month's closing balance)	2,840.00
Total in account (from bank statement)	4,141.18
Difference	1,301.18

#### Deposits from Feb 2022 Area Service

Description	Total	Deposited
General donations	632.72	X
Literature Sales	193.43	X

#### Expenses from Feb 2022 Area Service

Check # - Description	Total	Deducted
#1769 - TRSO Sept Literature Invoice (check re-issue)	464.95	
#1770 - TRSO Feb Literature Invoice	512.77	
#1771 - Valorie L coffee supplies ASC	24.32	
#1772 Berkeley Hills Lutheran Church Feb rent	20	
#1773 Valerie B - Activities Check advance	200	X
#1774 - TSRSCNA Regional Donation	236.06	
Stop payment fee (this did not hit the account but was reflected in our 2,840 balance which is why it is listed here)	33	

#### Trailing expenses from previous area service

1763 (Jan ASC) Berkeley Hills Rent	20	X
1766 (Jan ASC) Natalie H	10.07	

1746 - (Sept ASC) TRSO literature invoice (#000232)

Since check was re-issued in Feb, this should not account against the balance

Bank statement balance	4141.18
minus green checks which were outstanding at time of acct closing	- 1,268.17
minus stop payment fee	33.00
Total	2,840.01
Matches anticipated total	2,840.00

#### NOTES:

Difference is \$0.01 which reflects etsy credit (see memo)

Green checks will be re-written at March ASC

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at es starting balan e of new a ount

# Business Checking

PNC Bank



**For the period 02/19/2022 to 03/21/2022**

005164  
 NPASCNA  
 PO BOX 15473  
 PITTSBURGH PA 15237-7473

000059431 MSP 22

Primary account number: 7

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Number of enclosures: 0

For 24-hour banking sign on to  
 PNC Bank Online Banking on [pnc.com](http://pnc.com)  
 FREE Online Bill Pay

For customer service call 1-877-BUS-BNKG  
 PNC accepts Telecommunications Relay Service (TRS) calls.

Para servicio en español, 1-877-BUS-BNKG

**Moving?** Please contact your local branch.

Write to: Customer Service  
 PO Box 609  
 Pittsburgh, PA 15230-9738

Visit us at [PNC.com/smallbusiness](http://PNC.com/smallbusiness)



## Business Checking Summary

Npascna

Account number:

Overdraft Protection has not been established for this account.

Please contact us if you would like to set up this service.

### Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
3,535.02	826.16	4,361.18	0.00
		Average ledger balance	Average collected balance
		1,560.64	1,553.44

### Deposits and Other Additions

Description	Items	Amount
Deposits	2	826.15
ACH Additions	1	0.01
<b>Total</b>	<b>3</b>	<b>826.16</b>

### Checks and Other Deductions

Description	Items	Amount
Checks	2	220.00
Other Deductions	1	4,141.18
<b>Total</b>	<b>4</b>	<b>4,361.18</b>

### Daily Balance

Date	Ledger balance	Date	Ledger balance
02/19	3,535.02	03/01	4,141.18
02/28	4,141.17	03/04	0.00

### Activity Detail

#### Deposits and Other Additions

##### Deposits

Date posted	Amount	Transaction description	Reference number
02/28	632.72	Deposit	034586247
02/28	193.43	Deposit	034586258



0-0 42459797.3 000059431 PG 1 OF 2 20220322 127 50 1116 5908

# Business Checking

For 24-hour account information, sign on to [pnc.com/mybusiness/](http://pnc.com/mybusiness/)

For the period **02/19/2022 to 03/21/2022**

NPASCNA

Primary account number: [REDACTED]

Business Checking Account number: [REDACTED] - continued

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## ACH Additions

Date posted	Amount	Transaction description	Reference number
03/01	0.01	ACH Credit Deposit Etsy Inc XXXXX9894	[REDACTED]

## Checks and Other Deductions

### Checks and Substitute Checks

\* Gap in check sequence

Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
				02/28	1763	20.00	077642465	02/28	1773 *	200.00	076643784

## Other Deductions

Date posted	Amount	Transaction description	Reference number
03/04	4,141.18	Closing Transaction	NPASCNA

**Available Balance: \$4,060.50**

**Account Summary**

<b>Available Balance:</b>	\$4,060.50	<b>Interest Paid to Date:</b>	\$0.00
<b>Ledger Balance:</b>	\$4,060.50	<b>Interest Paid Last Year:</b>	\$0.00
<b>Pending Withdrawals:</b>	\$0.00	<b>Last Deposit Amount:</b>	\$4,141.18 03/04/2022
<b>Pending Deposits:</b>	\$0.00	<b>Last Statement Balance:</b>	\$0.00

**Account Details**

<b>Nickname:</b>	None
<b>Type:</b>	Business Checking
<b>Text Banking Nickname:</b>	None
<b>Address:</b>	

**Pending Transactions**

These transactions have been submitted to us since the last business day and are not yet posted to your account. When they have posted, they will be reflected in your Posted Transactions. Pending items may affect your Available Balance and are not a statement of your account.

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>
You have no pending transactions			

**Posted Transactions**

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
03/17/2022	#00014 1XVZ8559 CHK ORDER HARLAND CLARKE	\$23.99		\$4,060.50
03/17/2022	#00014 1XVZ7907 CHK ORDER HARLAND CLARKE	\$56.69		\$4,084.49
03/04/2022	TRANSFER FROM XXXXX0247		\$4,141.18	\$4,141.18



**My Accounts**   Transfer Funds   Pay Bills   Alerts   Business Tools   Customer Service   My Offers  
[Summary](#)   **Account Activity**

## Account Activity

Available Balance: \$4,060.50 ⓘ

[Show Account & Routing Number](#)

[Account Activity](#) | [Online Statements](#)

[Edit Account Nickname](#)

### Statement Message

Our records indicate you currently do not yet have PNC statement history. This history will build from your first PNC account statement up to 7 years.

Equal Housing Lender  **Member FDIC**



## Memo regarding closure of the NPASCNA PNC Bank account

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Prepared by Ally L., vice treasurer

Prepared on: 3/4/2022; presented on 3/26/2022; finalized 3/28/2022

On March 3<sup>rd</sup>, the treasurer logged into the NPASNA PNC bank account and saw a fraudulent \$0.01 *credit* from Etsy. This indicated that our account information had been added to an Etsy profile. Since our account information is not, and should not, be used anywhere, Ally contacted the Area Chair, Valorie L. Valorie L. is named on the account and would have to facilitate any communications with PNC bank.

Through a series of phone calls, it was determined that the next step was to go to PNC bank on Friday, March 4<sup>th</sup> and discuss appropriate actions, including potentially closing the account. It was after 5pm when the charge was identified, so there was nothing that could be done that day.

We (Ally and Valorie L.) asked about putting a hold on the account, however, a hold takes 24 hours to kick-in so per PNC there was no reason to do that in advance of going to the bank the next day (at which time we could either place a hold or close the account). We reached out to the various individuals with outstanding checks (see list on following page) and notified them not to cash these checks until further guidance was provided. No stop payment requests were necessary since the account was later closed. New checks will be issued at the March ASC meeting.

On March 4<sup>th</sup>, Valorie L. met with PNC Bank. Because there was an issue of fraud, it was required by PNC that the account be closed (this is why it was not delayed until March ASC for discussion). Maintenance of the current structure – i.e. only the treasurer can access the account online but is not named on the account/can't access it even if they call, no debit/credit cards, etc., was observed. Checks were ordered along with a new deposit stamp (reflected in March ASC expenses). Discussions were had regarding potential safe-guards that we can have in place to protect ourselves moving forward. See new business for this motion.

In addition, when speaking with PNC Bank they were able to tell us the name associated with the fraudulent Etsy account and it was Valerie B., the activities subcommittee chair. She has been having ongoing issues with her identity being compromised. She shut down her personal PNC account, from which we believe our account issue was taken when she deposited one of our checks immediately preceding the incident. She reported the issue to PNC.

Overall net cost to area for this issue - \$80.68 which reflects cost of new checks and deposit stamp.

Trusted servants were also asked to properly dispose of checks if/when using mobile deposit. That was not the issue here, but is good practice to maintain security of our account information.

March 2022 ASC Meeting

Outstanding checks on the old account

Check #	Date (ASC)	Recipient	Description	Amount	Reissued Check #	Reissued date
1746	9/25/2021 (Sept ASC)	TSRSO	Inv 000232 from Sept	464.95	1769	2/26/22 (Feb ASC)**
1766	1/29/22 (Jan ASC)	Natalie H	Printing costs – literature	10.07	101	03/26/2022
1769**	2/26/22 (Feb ASC)	TSRSO	Re-issued check for Sept Literature purchase (inv 000232)	464.95	102	03/26/2022
1770	2/26/22 (Feb ASC)	TSRSO	Feb literature purchase (inv # 000276)	512.77	103	03/26/2022
1771	2/26/22 (Feb ASC)	Valorie L	ASC coffee supplies	24.32	104	03/26/2022
1772	2/26/22 (Feb ASC)	Berkeley Hills Lutheran Church	February Rent	20	105 **reissued check was made out to Ally L b/c she paid BHLC for Feb's rent in advance of new acct being available.	03/26/2022
1774	2/26/22 (Feb ASC)	TSRSCNA	General Donation	236.06	106	03/26/2022

\*\*The reissued check (1769) was then part of the uncashed checks d/t closing of the account. It is noted here for auditing purposes but should only be captured as a “returned check” once.

In addition to these checks, the stop payment fee from Feb ASC will be credited to the acct (see additional updated memo).

March 2022 ASC Meeting

Memo RE: Voided/returned check Feb 2022 Area Service

UPDATE 3/4/2022

Upon speaking with PNC regarding the fraud issues, they indicated that the stop payment request mentioned below did not appear in the system. Therefore in March 2022's ASC, we will see a "credit" reflecting the \$33 stop payment fee originally included in February's expenses. Since the account was closed, no stop payment fee was re-entered.

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At September's Area service meeting, a check (#1746) was written for the area service literature purchase at the Regional Office. It was sent to Region along with our donation check. The donation check was cashed, however, this invoice payment was not. Regional deposits are often a month behind, so we gave them until November/early December before we followed up. With limited personnel at the Regional Office, we provided them additional time to look into the matter prior to cancelling the check.

Ally L, vice treasurer, was notified after January's area service that the regional office had don't their due diligence in looking for the check and that a new check should be written. She waited until February's area service and requested PNC cancel the check and a new check (#1769) was written for the invoice. It was mailed to the regional office 2/28/2022.

This is reflected in the treasurer's report in three locations:

- Pg 1 under cancelled/voided checks \$464.95
- Pg 2 under expenses for PNC Bank, stop payment fee \$33
- Pg 2 under expenses, TRSO check #1769