

To whom it may concern,

I regret to inform the area that \$100.00 is missing. Here is an account of the incident:

The co-treasurer, Dawn B. was out of town for the holidays. Lisa R., co-chair of area service, filled in as acting co-treasurer as part of her duties. Area proceeded as normal. The GSR's handed in their group's donations and literature funds. The funds were counted, and recorded. The GSR then initialed the transaction. Once all groups handed in their funds, we proceeded to add up the total donations and total literature orders. The totals were documented and we proceeded to organize all the funds handed in. All funds were bundled, and added together. The total of the funds bundled, was exactly \$100 less, than the funds collected. We then decided to double check the literature donation log sheet to see if any errors had been made in the totaling of all the groups' donations and literature orders, No errors were found.

We then checked the funds that had been bundled together to see if a \$100 dollar bill had been misplaced with the \$1's. Again, no errors were found. We recounted all the funds handed in. The total was still \$100 less of what had been handed in. We checked the literature donation log sheet against the GSR reports to see if any errors had been made. The GSR reports and the literature donation log sheet matched up. We searched the surrounding area for any money that might have fallen on the floor. We didn't find anything on the floor or the surrounding area.

In order to balance the treasures report, we decided to subtract \$100 from the donations to Area. The treasures report was read, including the changes made due to the missing \$100. We notified area service of the situation. We asked all GSR's who handed in a \$100 bill, to raise their hand. Jenn B. and Courtney S. raised their hand. We had two \$100 bills accounted for.

Only the \$1 bills were bundled together in exactly \$100 increments. The only explanation I can offer, is that one of these bundles of \$1 bills were taken while Lisa and I were preoccupied with service. Once the first dollar was handed in, there was never a time that the money was left unattended. However, we were busy receiving and recording funds, writing checks, and filling out the proper forms. We understand that this cannot happen again. It was discussed on the area floor about how we can better protect the funds. Changes will be made in where we receive and store the funds during area service. We deeply regret this incident.

Please contact Dan H. at (267)-566-9430, if you have any questions, comments, or concerns, about this incident.

In Loving Service