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Record-Keeping and Reporting

The content of this chapter was sketchy in the second edition, pending release of a new Local Group Funding Support Program by AMC. The scope of the chapter was originally intended to cover the topics listed below. The third edition (1986) contained full information on the funding program and other subjects, which may or may not be applicable now. Editors should obtain current information and guidance on these topics from the appropriate sources. —M.A. 1/26/2002

Original plan for Chapter 7:

Local Group Funding Support Program

Full details of the program.

Postal

Sample forms for second and third class mailings and the required annual statement of ownership, management, and circulation; information on how to prepare for a postal audit.

Financial

Sample expense record for reporting reimbursable expenses to the group's treasurer or business manager.

Special Interest Group

Coordinator's semiannual report to the Groups Officer.

