District 14
Area 10
Alcoholics Anonymous

Procedure Guide

April 25, 2026
Version 11

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FOREWARD

The procedures set forth in the guide for District 14 of Alcoholics Anonymous consolidate into one document the structural and operational framework ratified by the District 14 Committee. This document is compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts, and the **Service Manual of Alcoholics Anonymous.**

The Purpose of the Procedure Guide is to provide a quick reference for the district committee members to assist in chairing a smoothly running district meeting. It does not set policy. The Procedure Guide has been submitted to and approved by the District Committee.

The members of Alcoholics Anonymous is District 14 may decide from time to time to amend this document. Such changes ought always be the result of an informed conscience in the spirit of A.A.'s Three Legacies.

The District 14 Procedure Guide is largely adapted from the Area 10 Procedure Guide, and we would like to express our gratitude to Area 10 for providing this resource. District 14 also practices Tradition 4 – Each group should be autonomous – Concept 3 The Right of Decision – Concept 4 The Right of Participation

PREAMBLE

The District 14 Committee is a service body and shall protect and respect the autonomy and the right of dissent of all A.A. Groups in District 14. In the course of their deliberations and discussions, the District 14 Committee shall be mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts, and the A.A. Service Manual, and shall strive to develop the informed conscience of District 14 A.A.

A.A. Service is the District's primary purpose. The District shall encourage all District 14 groups to participate in the activities of the District, including participation in the Area Assembly, and to aid the District in its efforts to support the Area Assembly's cooperation with the A.A. General Service Office and A.A. World Servies.

District 14 is specifically charged with electing District Committee Members, who participate in the Area Assembly, and such District Officers, as it deems necessary.

THE DISTRICT COMMITTEE MEMBER AND THE DISTRICT COMMITTEE

A. The District 14 Committee consists of four District Committee Members (D.C.M.'s) one from each major part of the District (Aspen, Grand Valley, Eagle / Vail , and the Roaring Fork Valley), four corresponding Alternate District Committee Members (ibid), District Secretary, and Alternate Secretary, District Treasurer and Deputy Treasurer, General Service Representative, (G.S.R.s) from each group in the district and the Chairperson or the Standing Committees.

B. The District 14, the DCMs may appoint the Standing Committee Chairs. Qualified individuals may volunteer for the positions, subject to voted approval by the District Committee. Standing Chairs in the District 14 are the District Records Coordinator, Archives, Intergroup Member at Large, Corrections, Grapevine, Literature, Cooperation with the Professional Community for each part of the District (4), Public Information for each part of the District (4), Meeting Lists, Phone Service, Treatment, Sound Virtual Tech, Web Steward, and District Liaison.

C. The District 14 Committee meets 10 times per year, usually on the fourth Saturday of the month, unless that meeting would conflict with a major holiday or special event. District 14 traditionally does not meet in July or December. Meetings begin with a potluck at 6:00 p.m. followed by the business meeting at 7:00 p.m. Meetings usually last up to a couple of hours.

D. Every GSR (or in their absence, the Alternate GSR) is a voting member of the District. Each A.A. group should elect a GSR and an Alternate from its membership to a term of service of two years. District 14 represents group

autonomy regarding when these elections are held by the groups, but it is suggested that the term of service shall begin on December 1 and run concurrently with the term of the DCM from the group's respective part of the district (Grand Valley, Eagle / Vail, Aspen, and Roaring Fork Valley).

E. Every DCM is a voting member of the Area Committee and is also responsible for chairing the District meeting on a rotational basis. The District Committee, including the Secretary, Treasurer, GSRs and the Standing Committee Chairs in the District, elect the DCMs and Alternate DCMs in the fall of the appropriate odd – or even – numbered year. District 14 alternates these elections so that two DCMs are elected in the even number years (Grand Valley / Roaring Fork) and two in the odd-numbered years (Aspen and Eagle / Vail). The positions of Secretary and Alternate Secretary are elected in odd-numbered years, the Treasurer in even numbered years and the Deputy Treasurer in odd-numbered years, with terms beginning December 1 and lasting 2 years. The District Committee should define who is eligible to vote prior to the election and the election should be an agenda item for the two District meetings prior to the election so that all district members are aware of the upcoming election and can plan to meet their responsibilities to be present to stand for office and / or vote.

F. The voting member of the District 14 Committee are the Secretary, Treasurer, DCMs, and GSRs, or their Alternates if they cannot be present and Standing Committee Charis.

G. The removal of any Officer or Standing Committee Chairperson shall be subject to the approval of the District Committee.

H. The District Committee, through the current District Records Coordinator, shall notify in writing the Area Chairperson and the Area Records

Coordinator the name, address, email, and phone number of the new DCMs, Alternate DCMs, GSRs, and Alternate GSRs.

I. When need dictates the District and another DCM, the request is to be submitted to the Area Chairperson for action at the meeting of the Area Committee. The request should include the number of DCMs in the district, the current number of groups in the district, and a brief description of the specific need of district.

J. If the District feels the need for redistricting, the proposal should be in written form with a copy sent to the Area Chairperson and a copy sent to the Area Delegate at least 45 days before the next meeting of the Area Assembly. The proposal should include the same information regarding adding a DCM along with detailed map of the existing and proposed new district A.A. groups in the existing district should be substantial agreement with the proposal and the district should coordinate with the Area Chairperson the presentation of the proposal at the next meeting of the Area Assembly.

K. District 14 refers to the **A.A. Service Manual** regarding descriptions of the duties of DCMs and their Alternates , and GSRs and their Alternates, as well as those of the Secretary , Treasurer, and Records Coordinator. Descriptions of the customary duties of the Standing Committee Chairs in District 14 are located on page 10 of this guide. The primary duties of the Deputy Treasurer are unique to District 14: to do the bank reconciliation of the Treasurer and to present the report of the district meeting in the Treasurer's absence.

THE DISTRICT MEETING

A. The District 14 Committee meets 10 times per year, usually on the fourth Saturday of the month, unless the date would conflict with a major holiday or special event. In such cases, a new meeting date may be proposed during the preceding District 14 meeting and voted on by the committee. District 14 traditionally does not meet in July or December. Meetings begin with a potluck at 6:00 p.m. followed by the business meeting at 7:00 p.m. Meetings usually last a couple of hours. Occasionally, a special workshop or committee meeting is held at 5:00 p.m. The person(s) and or committee member(s) organizing the workshop or meeting shall be responsible for providing adequate notice to attendees.

B. Standing Committee Chairs hold meetings at appointed times, sometimes congruent with and sometimes separate from the District 14 Meeting. Standing Committee Chairs are responsible for arranging a meeting time and place and for providing committee members adequate notice of the upcoming meeting.

C. The District Records Coordinator sends out a flyer and agenda For the upcoming District 14 meeting, as well as minutes from previous meeting, after receiving those documents from the Secretary, usually a couple of weeks before the next scheduled Meeting. Current information regarding the District 14 meeting Date, time and location can be found on the District 14 Website. https://www.coaadistrict14.org

D. The following is a sample agenda for District 14 meeting, which may be changed at any time:

1. Opening
2. New GSR introductions
3. General information for all those present
4. The Seventh Tradition is observed
5. Announcements / GSR Sharing
6. Secretary's Report
7. Treasurer's Report
8. Records Coordinator's Report
9. DCM / Alternate DCM Report
10. Standing Committee Chair Reports (or their designees if Standing Committee Chairs are not able to be present)
11. Old Business
12. New Business
13. Volunteer group to host the next district meeting (responsible for the potluck and choice of meeting venue)
14. Thanking the host group for the current meeting
15. Closing

E. The host group is responsible for planning the main dish as they choose in their group conscience and for arriving early to set up potluck (usually about 5:00 p.m.), which is served buffet style and usually includes beverages. The host group may also choose the meeting location. The host group is responsible for cleaning up after the meeting, usually after the conclusion of the business meeting. The host group needs to make arraignments for entry into the building and for securing it after clean up.

F. The Seventh Tradition is collected at the beginning of the District Meeting goes to the host group to help reimburse expenses incurred for providing the meal for the meeting. Rent to the facility is paid separately and is part of the District 14 budget.

STANDING COMMITTEES

A. All Standing Committee Chairs have the traditional Right of Decision (Concept 3) to carry out their duties as they see fit; it may be helpful to reference A.A literature to gain insight into those duties and responsibilities, and there are several resources available. In the **A.A. Service Manual**, which contains brief descriptions of committees and their primary goals. More detailed descriptions are available on the A.A. Word Service Website at http://www.aa.org/pages/en_US/aa-liteerature, under the "A.A.Guidelines" tab. Many of us have also found it helpful to contact the corresponding Area 10 Committee, and to attend their meetings to get information about our service Committee Chairs is available on the Area 10 website at http://www.colorado.org. District 14 DCMs can also help with contact information and offer support in learning new position.

B. Standing Committee Chairs give reports at each meeting to Inform the District Committee of their activities on behalf of District 14 and to share any needs they may have assistance or support to carry out their duties and responsibilities. It is suggested that if a Standing Committee Chair cannot be present at a District Meeting, they send their report with another member of their committee or a DCM.

C. Ideally, Standing Committee Chairs serve for two years, It is our experience, however, that Standing Committee Chairs rarely are able to do this for various reasons, such as moving, accepting another service position, changing job demands, etc. Therefore, the date on which a Standing Committee Chairs took office will be noted on the District

Meeting Agenda, next to their names. If the chair rotated in option of continuing in the position to fulfill their own two-year term, if so desired, once they have finished the initial two-year term of the previous chair. If they do not wish to do so, the position will be open and will be filled in the customary manner.

D. The District will fund one trip to an Assembly for certain Committee Chair per rotation

DISTRICT 14 PROCEDURE GUIDE
AMENDMENT PROCEDURES

A. Proposed amendments to this procedure guide will be in writing to one of the District Committee Members (DCMs). The proposed change shall be written into the paragraph of the procedure guide in question, with the entire paragraph rewritten to reflect the proposed amendment.

B. Upon receipt of the proposed amendment the DCM shall include the proposed amendment on the agenda of the upcoming District meeting. An affirmative simple majority of the voting members present at the District meeting recommends the amendment be submitted to the District 14 A.A. Groups, according to the procedure set forth in the next paragraph, for their consideration.

C. The DCM shall provide copies of the proposed amendment to all GSR and DCMs. Paper copies of the proposed amendment will be made available at the District Meeting. When the proposed amendment will be included in the Record Coordinator's email distribution prior to the District Meeting agenda, and if affirmed by a simple majority of voting members present at the District Meeting, the DCM shall make a suggestion that GSRs return to their groups and take a group conscience on the proposed amendment. GSR are asked to be prepared to report the conscience and vote at the next District Meeting.

D. The DCM will include the amendment vote under the "Old Business" section of the District Meeting agenda. 2/3 approval by the District Committee shall be constitute the adoption of the amendment.

E. In keeping with the “Right of Decision”, the District Committee shall have the latitude to determine whether any proposed change is “administrative” or “substantive” in nature. The District Committee may make “administrative” or “substantive” in nature. The District Committee may make changes without restoring to the amendment procedure above. Any voting member of the District Committee may make a proposal for an administrative change, either by mail or from the floor of the District Meeting, and notice is not required. The DCM shall request a vote of the District Committee to accept or reject such administrative changes. If affirmed, the changes shall be included in the next printing of the District Procedure Guide. If the proposed changes change is rejected or determined to be substrative, the proponent may then follow the amendment procedure outline above in A through D. Note: It is suggested that anyone thinking about submitting a proposed amendment first discussion it with other A.A. mem experienced in service to ask the following questions: Is it needed? It is helpful? Is it clear?

VOTING AND ELECTIONS

A. Voting is done by a show of hands or by ballot, depending on the context in which the vote is needed.

B. Voting occurs on a motion when the district body is ready to decide on that motion. The process follows Robert's Rules of Order with the exception of
   1. Hearing from the minority opinion if the vote is not unanimous
   2. Asking if the minority opinion has swayed anyone's vote
   3. Retaking the vote if anyone's opinion was swayed

C. Elections are held to select District Officers: DCMs and Alternate DCMs, Secretary and Alternate Secretary, Treasurer and Deputy Treasurer, and the Records Coordinator. These elections are done by secret ballot and follow the Third Legacy Procedure of the **A.A. Service Manual**)

D. Removal of any officer shall be subject to the approval of the District Committee Members. The District Body may remove any District Committee Member or District Officer for a just cause. Such removal shall be secret ballot and require a 2/3 or greater majority vote of the District Body. If the position has a deputy or alternate, s/he may assume the vacated position. If such replacement is not possible, the District Body shall immediately conduct a special election for the remaining term of the vacated office. Such an individual would be eligible for the re-election upon completion of his or her term.

E. Appointments are used to select a chairperson for any committee, whether standing or ad hoc, and appointments are made by the DCMs. DCMs may seek the approval of the District Body for appointments.

Removal / replacement of appointments shall be done by the DCMs by secret ballot. If a committee chair is unable to continue to serve, a new appointment shall be made immediately by the DCMs.

ROBERT'S RULES OF ORDER

Call to Order

This occurs at the beginning of the meeting. Every effort should be made to Call to Order at the scheduled start time. The Call to Order will be made by the DCM who was chosen the lead the meeting, hereafter referred to as the "Speaker."

Motions

Business is resolved at meetings by voting on propositions put forward by members. Such propositions are called motions. Any person who is eligible to vote at a meeting may make a **motion**. Depending on the type of motion, another member is usually needed to **second** the motion. Motions are then debated and voted upon. **No member may speak more than once to any motion** (although the Chair may choose not to enforce this rule if s/he deems it appropriate.) A member must raise his/her hand. The Chair's list is kept acknowledging individuals in the order in which they have raised their hands.

Amendments

A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed "friendly" and it does not require a seconder and is not subject to debate. If the amendment is not deemed friendly, it does require a seconder. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

Motions which take Procedure

Normally, a motion cannot be made while another motion is being debated. There are, however, certain types of motions that take precedence over "normal" motions:

1. Motion to Amend (as above)
2. Motion to Table – This is a motion to defer further debate on the main motion until some future time. The motion requires a seconder and is debatable only as to the length of time that the main motion will remain tabled.
3. Motion to Refer – This is similar to a Motion to Table, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another body.
4. Motion to Call the Questions – This is a motion to cease debate and proceed to the vote on the main motion. If there is an objection to the motion, the motion requires a seconder and must pass by two-thirds vote. The motion is not debatable.
5. Motion to Reconsider – This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a seconder.
6. Motion to Adjourn – A motion to end the meeting. Require a seconder and is not debatable.

Points

There are several special motions called "Points" that have priority over all the other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a seconder.

1. Point of Order - An individual may raise on a point of order if they feel that business is proceeding incorrectly. The speaker must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and / or wish to have a clarification made on a specific ruling.

2. Point of Privilege – Individuals may raise Point of Privilege if it is felt that their rights as members of the District Body have been violated. This point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, because the room is too hot or cold, or because s/he is unclear on matters of procedure. **If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.**
3. Points of Information – This point is the most misused one in the book. This Point is used to ASK for information that you feel is essential to your understanding of the debate. It may not be used to give information that you feel is essential to your understanding of the debate. It may not be used to give information. The member may decide not to answer the question by refusing to yield the floor. Again, it is not in order to give information on a point of information.
4. Challenge the Speaker - This point is used when an individual disagrees with the Speaker's ruling. The mover must state why s/he disagrees with the ruling. The Speaker may then give the reasoning behind the ruling. A vote is then taken to affirm the Speaker's ruling.

Voting

Voting on motions normally requires a simple majority. Voting is normally done by a show of hands, however, anyone eligible to vote has the right to demand a vote by roll call. Voting by secret ballot normally occurs only when an election to fill a position is required, and the District body does not desire to conduct the election by a show of hands.

To ensure Smooth Discussion

1. Raise your hand if you wish to speak. The Speaker will take note and ask you to speak at the appropriate time.

2. State your name and your position before speaking to the topic at hand.
3. Speak to the topic or motion at hand! If you wish to raise something not on the agenda, there are always “GSR Sharing” or “New Business” agenda items:
4. If you wish to make a suggestion regarding the motion on the floor, from it in terms of an amendment. Your amendment will need seconding, after which it will become the current item on the floor.
5. Try not to repeat points other people have already made unless you have something new to add to the point.

ELECTED POSITIONS

Elected by District 14 body by secret ballot

Reference the Service Manual

DCM (District Committee Member) – A DCM is the conduit between the groups and Area 10. They are a leader in their part of District 14, usually with significant District experience. They engage with the groups in their area to learn how the District can better help the groups carry the message to the still suffering alcoholic. They carry the voice and the vote of the District to Area Assemblies as members of the Area Committee deciding budget issues for Area 10. They lead monthly District meetings, utilizing Robert's Rules of Order. This position is responsible as a back-up dispatcher with the region's CPC chair for 12-step hospital calls in the local hospital (See service manual for additional job description information) – Suggested 2 Year of Sobriety

Alt. DCM – An Alternate DCM is prepared to step-in whenever the DCM is unavailable. – Suggested 2 Year of Sobriety

Treasurer – tracks district income and expenses. Collects and deposits contributions, pays expenses and distributes district contributions to Area, Central Office, and GSO. Works with Deputy Treasurer to create checks and balances for District bank account. Creates monthly treasurer's report for distribution to the district. – Suggested 2 Year of Sobriety

Alt. Deputy Treasurer - Assists the Treasurer with reconciling the District 14 bank account and balance sheet on a monthly basis. (The procedure guide suggest alternating with the Treasurer so both aren't new at the same time. Suggested 2 Year of Sobriety

Secretary - takes minutes during monthly district meeting and is required to send out the minutes 10 days prior to the next district meeting, creates final copy of minutes to be ratified by district body at next district meeting, coordinates with DCMs to create district meeting agenda, and creates flyers for district meetings. (See attached job description) – Suggested 2 Year of Sobriety

Records Coordinator gathers and maintains current contact information for all members with District 14 service positions, distributes information to those people on behalf of the DCMs, and informs the Area 10 Records Coordinator of new DCMs and GSRs. – Suggested 2 Year of Sobriety

APPOINTED POSITIONS

Appointed by the District Officers in January

Reference the Service Manual

Grapevine shares the multitude of ways that, Grapevine, La Viña, and the many special publications, e-books and other digital media that are available at AAGrapevine.org, can be used as tools for recovery for newcomers and long timers alike. – Suggested 1 Year of Sobriety

Cooperation with the Professional Community (CPC) - The committee's purpose is to better distribute A.A. information to those in contact with alcoholics through their professions (doctors, therapists, lawyers, law enforcement, etc.) – Suggested 2 Year of Sobriety

Public Information (PI) - members of local Public Information committees work to convey A.A. information to the general public – Suggested 2 Year of Sobriety

Meeting Lists Maintain accurate meeting information on our "official" printed meeting list for all meetings throughout District 14 and keep web steward informed of any changes. Bring copies to District meeting quarterly. **Revised 9-21-2024 Brings District meetings to every meeting.** – Suggested 1 Year of Sobriety

Web Steward Maintain accurate information throughout District 14 website, posting current flyers for events and business meetings happening in our area.

Also work with Meeting List chair to update meeting information – Suggested 1 Year of Sobriety

Member-at-Large Attend monthly Steering Committee meetings as representative of District 14 participating in Western Slope Central Office direction and business. Also participate in monthly Western Slope Central Office Intergroup meeting. District 14 provides travel stipend or participation can be done online. – Suggested 2 Year of Sobriety

Archives – works to preserve the history of Alcoholics Anonymous in District 14. Sends our documents and event flyers to Area Archives chair. Does long-timer interviews with local members who have been sober in District 14 for a long time finding out what it was like then. Works with Area 10 archives chair to research any historical questions that local members may have. - Suggested 1 Year of Sobriety

Corrections – Works with the Programs directors of our 4 correctional institutions to ensure that we can continue bringing meetings into their facilities. Communicates with Area Corrections Committee and the Pink Can fund to order enough literature for all 4 facilities. Communicate with GSRs the need for volunteers in corrections. – Suggested 2 Years of Sobriety

Literature – Create District 14 "new-GSR packets" to distribute to any new GSRs in our District. Assist GSRs and Committee Chairs with literature acquisition for their needs. Purchase service manuals and other literature used at the District. Keep district informed of any new literature available. – Suggested 1 Year of Sobriety

Sound Tech / Virtual Steward Tech– Stores, maintains, and transports the District's PA system to monthly district meetings, sets up the system at the meeting and ensures microphones are available to anyone speaking during the meeting so all can be heard. – Suggested 1 Year of Sobriety

District Liaison – position ideally held by someone with district experience who can lead quarterly GSR orientations, mentor chairpersons in their positions and helping them coordinate workshops in the District. It is suggested this position is a past DCM with a Suggested 2 Years of Sobriety

Treatment and Accessibilities - The committee's purpose is to better distribute A.A. information and to create a mutual understanding and cooperation between the Fellowship of A.A. and the professional groups. To help expand the access of A.A. for those who are in remote communities who experience language, culture or geographic barriers. – Suggested 2 Years of Sobriety

District 14 Institutional 12th Step Committee - In cooperation with other District committees, the Institutional 12th Step Committee is specifically tasked with administering, maintaining, modifying, and expanding The District Program* for the timely dispatching of volunteers to all participating institutions within District 14 – Volunteers may be found in many ways; however, the AA members and groups have the primary responsibility for volunteer recruitment. A participating institution is any outside organization that wishes to facilitate the connection between Alcoholics Anonymous and

the organization's clients, patients or others, under their care for alcohol related problems, *who have expressly voiced their desire to receive a visit from members of Alcoholics Anonymous*.

Considering this Committee must necessarily cooperate and maintain ongoing relationships with outside institutions, respecting especially their complimentary efforts to ensure this program's successful implementation, and, in the spirit of our own Responsibility Statement, *it is vitally important that this Committee take full ownership of The District Program* and use whatever well informed and prudent means necessary to ensure that we are always there when they reach out for help*.

It is suggested that the appointed Committee Chair have 2 Years of Sobriety.

*****Details concerning full implementation of The District Program, background information, WhatsApp and SMS setup, currently participating institutions, and all other pertinent information, can be found in this Committee's archives.

DISTRICT BUDGET

All Standing Committee Chairs have an annual budget. You can request additional funding from the District at the district meeting for additional money. Please see the attached budget. Committee Chairs may either receive their annual budget amount all at once or get reimbursed on an as-needed basis. In addition, certain Standing Committee Chair positions can receive a $400 stipend to attend one Area Assembly during their 2 year rotation. Please see the attached budget. There are a few committees that have higher budgets based on the special needs of their committee.

For budget purposes, the calendar year is January to December.

District 14 currently operates from a pre-funded, articulated, six-month budget that is reviewed and voted on at the end of each six-month period. All regular and foreseeable expenses are included in the budget, which constitutes the prudent reserve for District 14. The District 14 Prudent Reserve will need to be modified / adjusted with every Budget Change.

In addition to items listed above, District 14 pays up to $150 per rent to the facility that hosts the monthly meeting ten times a year. Other miscellaneous expenses are included in the monthly Treasurer's Report as they arise and are paid out of $1,000 for operating expenses the District keeps available in addition to the prudent reserve.

Any amounts over the prudent reserve and operating expenses received from Groups by District 14 are disbursed to the Central Office of Western Colorado, Area 10, and the General Service Office of Alcoholics Anonymous on an as-

available basis, following a successful motion by a member of the District 14 Committee.

In order to reduce the number of motions and simplify the Policy & Procedure amendment process any ratified budget review and approved by the District 14 Body will automatically give consent for the District 14 Policy and Procedure Guide to be updated with the aforementioned changes. Please see break down (attachment)