



Stanislaus Valley Groups of Narcotics Anonymous®

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Attachment D; Financial Guidelines for SVGNA ASC
Adopted July 2005

NOTE; Any member handling monies of SVGNA ASC should sign a MOFR.(Memorandum of Financial Responsibility)

EXPENSES

The Priority List for ASC expenditures is as follows:

- 1) Payment of SVGNA ASC debts or expenses outside the fellowship of NA.
- 2) Secretarial and Administrative expenses, including bank fees.
- 3) Payment of SVGNA ASC debts or expenses within the fellowship of NA.
- 4) Approved budgets of SVGNA ASC Subcommittees and officers.
- 5) Expenses approved by the SVGNA ASC for Regional Committee members.
- 6) All other expenses approved by the SVGNA ASC.

Funds of the ASC shall not be used for any personal reasons. Funds are not to be extended for any reason other than those items that are, or have been, approved by the ASC.

Emergency expenditures by the ASC may only be made with the notification of GSRs and a 2/3rds majority approval of the GSRs

Requests for reimbursements of unbudgeted expenditures shall be brought before the ASC for its approval.

All expenditures must be verified with a receipt or proof of purchase by the next ASC meeting.

A 3 bid process will be used for all purchases of equipment or materials needed to support the services of the ASC and Subcommittees. Exceptions are incidental purchases of stationary required for trusted servants to carry out their monthly duties.

Annual bids for printing of meeting schedules and quotes from copy vendors will be submitted in February or July during the budget approval process.

PRUDENT RESERVE

The prudent reserve shall only be used if ASC general fund is depleted.

The prudent reserve is considered emergency funds and is to be used for budgeted items only.

A prudent reserve shall be kept, made up of ten (10%) percent of the semi annual budget. All amounts above this will be sent to the RSC every other month.

At the end of the fiscal year, the Activities Subcommittee may hold a \$1,000.00 (or other amounts as directed by the SVGNA ASC), prudent reserve. The remainder will be sent to the SVGNA ASC.

RECEIPTS

Proper Receipts: In order to be reimbursed, a receipt must be presented and be signed, dated, and an explanation of what the receipt is for put on the back. No expenditure is paid without a receipt. A written piece of paper simply listing the expenditures is not acceptable.

For reimbursement of auto travel, a receipt is not necessary. Point of departure and point of destination must be designated along with the number of miles driven. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable. Reimbursement for auto travel will be at \$00.44 per mile. Mileage reimbursement is for pre approved admin body budgeted travel.

Subcommittee Chairpersons or Trusted Servants receiving money for any purpose from the Area Service Committee must present a receipt to the SVGNA ASC Treasurer within two (2) months or they become responsible for returning the money.

The ASC Treasurer shall issue a receipt to all groups for donations made to the ASC, as well as moneys received from Subcommittees.

Receipts shall be sequentially numbered and dated with a duplicate retained by the Treasurer.

The Treasurer should be careful to get a proof of payment whenever they make a payment. These proofs of payment should be preserved in regular order, as they are the vouchers for the payments which must be examined during the audit.

BUDGETING

Budgets submitted shall be due at the ASC following the elections of the respective Admin body. They will cover operating cost for the next six months. Prior to the end of the six months, a new budget shall be proposed for the remaining six months.

The content of a proposed budget shall include but not be limited to:

1. copies / office supplies
2. literature
3. rent
4. mileage (if it applies)
5. operating expenses with detailed explanation

Approved budgeted expenditures may be disbursed in advance from the Treasury at the ASC's discretion.

Budgets shall be submitted by:

1. Public Information / Phone Line / Website
2. Hospitals & Institutions
3. Literature
4. Activities
5. Outreach
6. Ad Hoc committees
7. ASC Chair
8. ASC Vice Chair
9. ASC Recording Secretary
10. ASC Co-Secretary
11. RCM/RCMA
12. Treasurer

CHECKING ACCOUNT

SVGNA ASC checking account shall be a four signer account requiring two signatures for a valid check. Signers on the account shall be the SVGNA ASC Chair, Vice-Chair, Treasurer, and Co-Treasurer.

All SVGNA sub-committee checking accounts shall also be four signer accounts requiring two signatures for a valid check. Signers on the account shall be the sub-committee Chair, Vice-Chair, Treasurer, and the SVGNA ASC Treasurer.

No SVGNA ASC checks will be issued in amounts exceeding the account balance.

On a check made payable to one of the authorized signers on the bank account, the payee shall not be authorized to sign the check and two other signatures are required.

Under no circumstances are checks to be signed by any signer with the date, payee, or amount left blank.

The statements of all SVGNA ASC accounts are to be mailed to the ASC P.O. Box. These statements will be delivered to the Treasurer of the ASC within 48 hours prior to the next ASC meeting.

SVGNA ASC Funds are to be deposited within 3 days of receipt.

SVGNA ASC shall not accept personal checks; checks made by groups are ok.

SUB COMMITTEES

Any subcommittee member co-signing on the bank account for that committee must be ratified at the SVGNA ASC before they are allowed to be on the respective bank account.

All subcommittees requesting funds from SVGNA ASC must submit a written budget or estimate of proposed expenses for such period of time.

It shall be the responsibility of the Subcommittee Chairperson to create and maintain an itemized account of all SVGNA ASC property and assets for that subcommittee.

It shall be the responsibility of the Subcommittee Chairperson to ensure all Subcommittee Officers sign the memorandum of financial responsibility (attachment A) and have these witnessed by the approved Admin body officers and turned in to the ASC Secretary.

AD HOC

A Sub Committee consisting of the outgoing and newly elected signers on the ASC bank account and the outgoing Secretary as well as interested GSRs and members is to be created at the time of election for the purposes of:

1. An audit of the ASC's finances.
2. Updating the list of signers on the SVGNA ASC bank account.
3. A report showing all financial transactions for the previous 12 months shall be submitted. This will conclude the Ad-Hoc's duty.

REPORTS

The ASC Treasurer shall make written financial reports on contributions and expenditures at each regularly scheduled meeting of the ASC.

Within 7 calendar days of the ASC, the Treasurer and/or Alt. Treasurer will submit the Treasurers' report to the Secretary.

Every officer who receives money is to account for it in a report to the ASC.

The SVGNA ASC Treasurer, AT THE END OF HIS/HER TERM, must submit to the SVGNA ASC a complete and accurate financial report of all transactions occurring during his or her term in office including the entire Register for the Fiscal year and Budget reports showing Budgets vs. Actual Expenditures.(Other reports can be submitted at the discretion of the Treasurer)

A copy of the bank statement will be required to be turned in to the secretary at the next regular SVGNA ASC meeting.