

SECTION II

Activity / WEANA Financial Guidelines

POLICIES - WEASC 2017 – 2018

ACTIVITY / WEANA FINANCIAL GUIDELINES

FOR THE ACTIVITY TREASURER

PURPOSE AND DEFINITION OF THE ACTIVITY SUB-COMMITTEE AND WEANA

The primary function of the Activity Sub-Committee is to put on fundraisers that will aid the financial efforts to support the West End Area Sub-Committee's annual budgets.

WEANA is an extension of the Activity Sub-Committee and has been formed to assist the West End Area in raising funds to support their subcommittee's budgets as well as aide in raising funds to put on the West End Anniversary.

ARTICLE 1

CLEAN TIME REQUIREMENT

- A.) The Activity Treasurer must have a minimum of 4 years clean time;
- B.) Some accounting or mathematical capabilities;
- C.) A working knowledge of the 12 Steps and 12 Traditions of NA;
- D.) Service Experience on either the Group or Area level.
- E.) Attend all ASC and Administrative meetings. In the event two consecutive ASCs or Administrative meetings are missed, the Administrative Committee will conduct a review of the trusted servant's attendance and recommendations will be made to the GSRs regarding the appropriate actions necessary at the following ASC meeting.
- F.) The Activity Alternate Treasurer should have a minimum of 2 years clean time and some accounting or mathematical capabilities.

ARTICLE 2

BANK ACCOUNT PROCEDURES

- A.) WEANA funds shall be kept in a single bank account with checks requiring two (2) signatures.
- B.) Those signature must be one specific trusted servant from the ASC and one specific trusted servant from the Activity Subcommittee / WEANA.
- C.) Those signature must be **ONE** of the following trusted servants from **EACH** area.
WEASC
 1. ASC Chair
 - 2). ASC Vice Chair
 - 3). ASC Treasurer**Activity / WEANA**
 - 1). Activity Chair
 - 2). Activity Treasurer
- D.) When a check is made payable to one of the authorized signers on the account, the payee is not authorized to sign the check.
- E.) Under no circumstances are checks to be signed by any signer with the payee space left blank.
- F.) All Expenditures made by the committee must be made by check.

POLICIES - WEASC 2017 – 2018

- G). The WEANA bank account statement is to be mailed to the ASC P.O. Box.
- H). After the end of the Anniversary the only money that stays in the WEANA account is for pre-registration, merchandise. All other money will be forwarded to the WEASC bank account.
- F). The Auditor or in the absence of the Auditor, the ASC Vice Chair will pick up the statements and delivery them to the Activity Treasurer/Alternate Treasurer.
- G). Once the Auditor has made copies of the statement for the Audit Subcommittee and the ASC records, the Auditor must mail/deliver the originals to the Activity/WEANA Treasurer within 48 hours of getting the statement out of the P.O. Box.

ARTICLE 3 RECEIPTS

- A). The Activity Treasurer/Alternate Treasurer must retain receipts for all the financial transactions taking place for this account, i.e., rental spaces, entertainment (D.J. etc.), hospitality expenses, registration sales, merchandise sales, fundraising proceeds, reimbursement, deposit of monthly budgets etc. This will serve to create a written history or paper trail for the financial activity of this subcommittee.
- B). WEANA funds must be deposited into the WEANA Account within 24 hours of receipts (use deposit only cards when necessary).
- C). In order to be reimbursed, receipts must be presented to the Treasurer.

ARTICLE 4 REIMBURSEMENTS

- A). Funds from the account must not be used for any personal reasons. No personal funds shall be spent without the approval of the Activities Committee as a whole.
- B). Approved expenditure consists of the following; merchandise, registration, tee shirts and rental space for the upcoming WEANA events.
- C). All unapproved personal spending will be reimbursed at the discretions of the Activity Subcommittee.

ARTICLE 5 REPORTING PROCEDURES

- A). Every Sub-committee Chair Member who receives money, i.e., hospitality, registration, merchandise, raffle, etc., is to account for spending in a report to the Activities Committee.
- B). The Activity Treasurer report must be included when the Activity Chairperson gives their report at all ASC meeting.
- C). The Activity Treasurer will also account for the reimbursement and/or expenses in the Treasurer report.
- D). The Activity Treasurer must make written financial reports of all financial transaction at each ASC meeting as well as provide an annual report at January ASC meeting. The Anniversary financial year is Dec. 1 – Nov. 30 to allow all checks to clear the back related to the anniversary.

POLICIES - WEASC 2017 – 2018

ARTICLE 6 AUDITING

- A). The Auditing Subcommittee prior to each ASC meeting must audit all financial reports (that are to be presented to the ASC).
- B). The Auditing Subcommittee Chair must approve and sign the report, confirming that: “we do certify that we have examined the accounts, receipts, and financial activity of the Activity Treasurer reports and find them correct and the balance at hand is \$ _____.
- C). Other audits may be called when either the administrative Committee or three (3) GSR (GROUP SERVICE REPRESENTATIVE)’s deem it necessary.

ARTICLE 7 PICK-UP / DROP-OFF PROCEDURES

Pick-Up Procedure

- A). During fundraisers, all sub-committee members/volunteers are required to use the Pick-up, Drop-off Procedures (form attached) to keep an accurate account of the cash flow.
- B). The Activity Treasurer/Alternate Treasurer or Area Treasurer and the member appointed to that specific post must sign the pick-up sheet. A copy of each P/U sheet will be left at each post.
- C). Pick-Ups will be done every hour and a half (1/2) once the fundraiser has started.
- D). Post will consist of the following:
 - a). Post #1 Door
 - b). Post #2 Food & Beverage
 - c). Post #3 Registration
 - d). Post #4 Merchandise
 - e). Post 5 Raffle
- E). The Activity Chair and the Activity Treasurer will assign volunteers to all posts.
- F). The Post Pick-Up person will be the Activity/WEANA Treasurer.
- G). In the absence of the Activity Treasurer the ASC Treasurer will be the Pick-Up person.
- H). In the absence of the Activity Treasurer the ASC Treasurer, it will be the responsibility of the Vice Chair of the ASC to make pick-ups.

Drop-Off Procedures

- A). The Activity Treasurer will request the assistance of a trusted servants/officer from the ASC to make all drops in a designated control room.

ARTICLE 8 AT THE END OF EACH EVENT/FUNDRAISER

- A). At the end of the function the Activity Treasurer and the WEASC Treasurer (or designated trusted servant) participating in the function must verify totals from the Pick Up and the Drop Off Sheet ensuring this total match the actual cash on hand.

POLICIES - WEASC 2017 – 2018

- B). The total funds collected from Merchandise-related sales, registration sales and banquet/pre-event ticket sales must be deducted prior to any funds being issued for any reason. All funds that are generated by these venues will go solely into the WEANA account and reserved for the WEANA Anniversary.
- C). In the event the Activities Sub-committee goes over their budget for an event the addition expense will come out of the WEANA split.
- D). The Activity Chair, Treasurer/Alternate treasurer or, the WEASC Vice Chair, ASC Treasurer will be responsible for making the deposits to the WEANA account within 24 hours after all transactions from the countdown of the fundraiser has been satisfied.

See attached Pick-Up and Drop-Off Sheet in the form section of ASC Policy.

NOTE:

WEANA will not be allowed to host any independent events/fundraisers.

SECTION III

Other Types of Suggested NA Material

POLICIES - WEASC 2017 – 2018

Other Types of Suggested Narcotic Anonymous Material

The following is a list of Narcotic Anonymous approved material and is strongly suggested that each GSR obtain and review. This material can be purchased through the Area Literature Committee.

1. The Twelve Concepts
2. A Guide To Local Service In Narcotic Anonymous
3. The Group Booklet

This material is a great way for GSR to get a better understanding of how the NA Service Structure serves the Group, the Area, the Region, and the NA member.

SECTION IV
WEB CONTENT POLICY

POLICIES - WEASC 2017 – 2018

West End Area WEB Content Operating Policy

The Authors of This Site Are Considered to be the West End Area of Narcotics Anonymous.

No individual or entity can take credit for this site. All work is considered to be done as a donation, or paid work is considered wholly owned by the WEANC..

To be absolutely specific: There can be no links to this site from any entity other than the West End Area of NA, claiming authorship.

Of course, we cannot, and should not attempt to, control links to our site from other sites, which may include rehabilitation centers, Web standards bodies, search engines, etc. However, we must insist that no claims be made upon this Web site of authorship, endorsement or ownership, as per the Twelve Traditions of Narcotics Anonymous.

I. SPECIFIC POLICIES

A. NO INDIVIDUAL CAN TAKE CREDIT FOR THIS SITE OUTSIDE OF NA

This site is a tool to serve its owners: The Groups of the WEANC. In order to reduce the risk of Tradition violation or loss of primary focus, it is our strict policy that no individual, whether an addict member of NA, or an outside contractor, hired to provide services and/or content, may claim authorship of this site. Of course, within NA, we may discuss the roles that individuals and/or outside entities play in the construction and maintenance of this site, but no indication of this should go beyond NA.

To make it perfectly clear: No entity outside of WEANC may claim ownership or endorsement of this site, and no indication should ever be placed on this site that establishes claims of authorship, ownership or endorsement.

B. MAJOR CHANGES

Major changes in the Site MUST be Ratified by the Groups of the West End Area (as represented via their trusted servants in the existing service structure of the Area Service Committee.)

Smaller changes, such as maintenance, bug fixing, basic site changes, administering the calendar and meeting list are considered the standard "day to day" duty of the subcommittee responsible for maintenance of the site.

Major changes include but are not limited to:

POLICIES - WEASC 2017 – 2018

1. Changing the hosting environment.
2. Changing the overall "look and feel" of the site.
3. Changing the format of the printable meeting lists or significant changes in the searchable meeting list.
4. Anything else the groups decide. This is, after all, **THEIR** property.

C. PASSWORDS AND ACCESS

The Web site uses several passwords and network access points. This needs to be cataloged, stored and changed regularly. These are the principal means of accessing the assets represented by this Web site, and are critical. They are also extremely sensitive. These passwords should be carefully guarded and only persons with a justifiable need to know should be given these passwords. In addition, anyone given these passwords is not to pass them on to any other party, except by explicit consent of the groups of the West End Area (as represented via their trusted servants in the existing service structure of the Area Service Committee.)

This policy will describe, exact detail, which persons have access to which passwords. Any change from this policy must be approved by the groups of the West End Area (as represented via their trusted servants in the existing service structure of the Area Service Committee.)

1. Passwords

The following passwords are covered by this policy:

a. Web Server FTP Access

This is the principal manner in which the Web server is accessed. This is how files are sent to the server for display, and how multiple webmasters may share files.

b. Web Server SSH/Telnet

This is a "command line" access to the Web server. Using this access, the webmaster may manipulate server settings, change access permissions to files and control repetitive timed events (such as a nightly "indexing" for the search engine.)

c. Domain Name Administration

This is the "control panel" for access to the registered domain names for the site. It may be something other than a simple password, but it should be all of the information necessary to make changes to all of the domain names controlled by the West End Area.

SECTION V

Description of Forms

And

Attached Forms

POLICIES - WEASC 2017 – 2018

Description of Forms and the Attached Forms

**All ASC standard forms were created in MS Word or Excel
and maybe obtain from the ASC Chairperson.**

1. GSR Report to the ASC.

- a. This form must be completed by all GSR's representing his or her home group.
- b. In order for you group to be marked present, the GSR Report form must be completed and submitted to the ASC Secretary at each ASC meeting.
- c. Each GSR will be asked to stand and give their report during Roll Call at the each ASC.

2. GSR Report To The Group.

- a. This form can be used by GSRs to record any information that they want to report to their group.

3. Motion Forms

- a. This form should be used to take action on issues concerning the ASC, change policy, elect trusted servants, and to change common practices within the ASC.

4. Service Resume.

- a. ASC members who have been nominated for any trusted servant position complete this form.

5. WEANA Pick-Up & Drop-Off Sheet

- a. The Activity Subcommittee to track funds generated at each pick-up post during fundraising events uses this form.

6. WEANA Treasurer Report Form

- a. The Activity Treasurer or Activity Chairperson to summarize financial transactions and report at each ASC meeting uses this form.

7. WEASC Treasurer Report Form

- a. This form is used by the ASC Treasurer to summarize financial transactions and report at each ASC meeting.

POLICIES - WEASC 2017 – 2018

GROUP SERVICE REPRESENTATION REPORT

DATE : _____

CONTACT PERSON FOR MEETING SCHEDULE

DATE OF GROUP _____

NAME: _____

GROUP ADDRESS _____

PHONE: _____

MEETING-CODES (PLEASE CIRCLE THE APPROPRIATE CODE (S))

OD	OPEN DISCUSSION	CD	CLOSED DISCUSSION	I2	STEP STUDY
T	BASIC TEXT STUDY	TRAD	TRADITION STUDY	B	ORIENTED TO NEWCOMERS
S	SPEAKER	CAND	CANDLELIGHT MEETING	OL	OPEN LITERATURE DISCUSSION
W/C	WHEEL CHAIR ACCESS	IP	INFOR. PAMPHLET STUDY	NS	NON SMOKING
G	PREDOMINATELY GAY	W	PREDOMINATELY WOMEN	M	PREDOMINATELY MEN

SECRETARY

TREASURER

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Phone# _____

Phone# _____

Group Service Representative

Group Statistics

Name: _____

Number of Members _____

Address: _____

Average Attendance: _____

Phone _____

Number of Newcomers: _____

Topics For The Month

Group Needs

1. _____

Literature: _____ Chips _____

2. _____

Meeting Schedules: _____

3. _____

Support, _____ Speakers _____

4. _____

Trusted Servants, _____

5. _____

Others; _____

ANNOUNCEMENTS:

PLEASE LET THE AREA KNOW OF ANY GROUPS SUPPORT NEEDS DURING AREA MEETING

POLICIES - WEASC 2017 – 2018

GROUP DONATIONS IF ANY; _____

THE GSR REPORT TO THE GROUP - "THE EARS OF NA"

Motions from the area, region and/or the work that need to be voted on:

1. _____
2. _____
3. _____

Area meetings that need support:

1. _____
2. _____
3. _____

Upcoming activities area, regional or world level, provides flyers are available:

1. _____
2. _____
3. _____

Issues or concerns discussed at ASC which effect the group, area or NA as a whole:

1. _____
2. _____
3. _____

Area donation to region: \$ _____

Other issues and concerns:

1. _____
2. _____

POLICIES - WEASC 2017 – 2018

MOTION FORM FOR W.E.A.S.C.

Date: _____

MOTION # _____

MOTION MADE BY: _____

MOTION SECOND BY: _____

INTENT: _____

Pro 1: _____

Pro 2: _____

Pro 3: _____

Con 1: _____

Con 2: _____

Con 3: _____

VOTE: _____

WILL MOTION CHANGE POLICY? YES NO

SERVICE RESUME

POSITION: _____ CLEAN DATE/TIME _____
 NAME: _____ AREA: WEST END
AREA _____
 ADDRESS: _____ PHONE #: _____

SERVICE POSITION

Please identify area of service (i.e.: Group, Area, Regional & World). Position held and dates of service. If more space is required, please attach a separate sheet.

AREA	POSITION	DATES

Are there any commitments, which you have not completed? Yes No

If yes, please
explain: _____

Do you have an NA Sponsor? Yes No

Do you have a working knowledge of the 12 and 12? Yes No

Do you have a Home Group?..... Yes No

Do you have the necessary resources to fulfill this commitment?..... Yes No

POLICIES - WEASC 2017 – 2018

Do you have the necessary resources to fulfill this commitment?.....Yes

No

PICK-UP / DROP OFF SHEET

POST 1 DOOR

STARTING BANK: \$

MEMBER INITIALS:

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st Pickup	\$		
2 nd Pickup	\$		
3 rd Pickup	\$		
TOTAL	\$		

POST 2 FOOD & BEV

STARTING BANK: \$

MEMBER INITIALS:

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st Pickup	\$		
2 nd Pickup	\$		
3 rd Pickup	\$		
TOTAL	\$		

POST 3 REGISTRATION

STARTING BANK: \$

MEMBER INITIALS

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st Pickup	\$		
2 nd Pickup	\$		
3 rd Pickup	\$		
TOTAL	\$		

POST 4 MERCHANDISE

STARTING BANK \$

MEMBER INITIALS

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st Pickup	\$		
2 nd Pickup	\$		
3 rd Pickup	\$		
TOTAL	\$		

POST 5 RAFFLE

STARTING BANK \$

MEMBER INTIALS

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st Pickup	\$		
2 nd Pickup	\$		
3 rd Pickup	\$		
TOTAL	\$		

DROP OFF SCHEDULE

PICK-UP	PICK-UP AMOUNT	TIME	MEMBER INTIALS
1 st DROP OFF	\$		
2 nd DROP OFF	\$		
3 rd DROP OFF	\$		
TOTAL	\$		

EVENT TOTALS AND ADDITIONAL INFORMATION

NOTES: _____

TOTAL GIVEN TO ASC \$ _____

TOTAL GIVEN TO WEANA \$ _____

POLICIES - WEASC 2017 – 2018

Member
Initials _____/_____

WEST END AREA ACTIVITY COMMITTEE TREASURY REPORT

MONTH OF _____ BALANCE BROUGHT FORWARD
(previous statement balance) _____

ITEMIZED EXPENSE (A list of checks that were written)

DATE	CHECK#	PAYEE	AMOUNT
TOTAL			
TOTAL			

ITEMIZED INCOME TRANSACTIONS (A list of funds collected from fundraisers)

SOURCE OF INCOME	AMOUNT
TOTAL	
TOTAL	

TRANSACTION SUMMARY	AMOUNT
Balance brought forward(previous statement balance)	
Total amount of checks outstanding (Subtract)	
Total amount of checks written including bank fees (subtract)	
Subtotal	
Total amount of funds collected and deposited (add)	

TOTAL AMOUNT AVAILABLE Has this report been audited? YES NO

YES NO

POLICIES - WEASC 2017 – 2018

BY _____

WEST END AREA SERVICE COMMITTEE'S

TREASURY REPORT FOR _____
BALANCE FORWARD FROM PREVIOUS MONTH _____

- Checks that have cleared this account

EXPENSE DETAILS

DATE	CHECK#	CHECK ISSUED TO	DESCRIPTION	AMOUNT
TOTAL				

COLLECTION/INCOME DETAILS

GROUP	DONATION	OTHER INCOME
TOTALS		

	TOTAL \$
	OUTSTANDING CHECKS
	TOTALS

TRANSITION SUMMARY

BALANCE FOWARD	
EXPENSE AMOUNT	- / \$
OUTSTANDING CHECKS	+ / \$
Total Income Amount Deposited	+ / \$
Facility Cash Donation	+ / \$
TOTAL AVAILABLE AS OF	+ / \$

In Loving Service _____

Has this report been audited Yes

No

By: _____

POLICIES - WEASC 2017 – 2018

Groups In Need of Support

If your home group is in need of support and you would like your RCM/RCMA to visit, please provide the following information:

- Name of Home Group _____

- Meeting Time _____

- Meeting Day(s) _____

- Meeting Location:

- Business Meeting Date & Time _____

GSR _____ PHONE # _____

Comments:

SECTION VI

**GSR (GROUP SERVICE REPRESENTATIVE)
Training Session Schedule**

POLICIES - WEASC 2017 – 2018

GSR (GROUP SERVICE REPRESENTATIVE)

Training Session Schedule

Listed below is a schedule for GSR Training Sessions and Subcommittee workshops for the 2013-2014. Please mark these dates on your calendar. All training session begin @ 2:00 and will be held at the same location as the regular ASC Meeting. Concepts will be presented at each workshop by the chair(s). ALL GSR'S ARE REQUIRED TO ATTEND.

Training Month	Type of Workshop	Facilitator
November Concept 11	Policy	Policy Chair-Area Chair and Vice Chair
December Concept 12	Responsibility of the GSR and Alternate on the Group level.	RCM
	Responsibility of the GSR and Alternate on the Group level.	Area Chair and Vice Chair
January Concept 1	Learning the language of the Area	Area Chair and Vice Chair
	Complete function of the Area and Match new GSRs with seasoned GSRs.	Area Chair and Vice Chair
February Concept 2	How the Area is run ... Area Election Process	Area Chair and Vice Chair
March Concept 3	Area Election Process --- Literature	Area Chair and Vice Chair
	Voting Procedures and Voting on Motion.	Area Chair, Vice Chair and Policy Chair
April Concept 4	Verify whether the GSR are reading and understanding the Area Policy and Guidelines	Policy Chair-Area Chair and Vice Chair
May Concept 5	Audit	Audit Chair
	Financial Procedure	Area Treasurer
June Concept 6	Hospitals & Institutions	H&I Chair
	Public Relation	Public Relation Chair
July Concept 7	Archive	Archive Chair
	Phone Line	Phone Line Chair
August Concept 8	Activity	Activity Chair
September Concept 9	Wrap-up and Survey of what was taught during the year.	Area Chair and Vice Chair
October Concept 10	Planning Month for the Anniversary Convention	Anniversary/Convention
	Suggestion from GSRs on the upcoming year activities	Area Chair and Vice Chair

POLICIES - WEASC 2017 – 2018

NOTES