

Northern California Region of Narcotics Anonymous

Regional Service Office
Board of Directors



Annual Report

Fiscal Year 2007-2008



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NCRSO Board of Directors
1820 Walters Court, Suite A
Fairfield, CA 94533
707-422-9234
www.norcalna.org

INTRODUCTION

It is an expectation that California Public Benefit Non-Profit Corporations provide their membership with a complete Annual Report after the close of each fiscal year. To that end, the NCRSO has prepared this report for the fellowship of Northern California. This report will focus on the activities of the 2007-2008 fiscal year, and the plans for the 2008-2009 fiscal year. This report includes reports and financial information from NCRSO, NCCNA and NCRSC.

Activity during 2007 - 2008 at the Office:

I. Financial

- A. Expenses were more than income by \$32,570.01. At the end of the fiscal year the RSO had \$30,000, plus accrued interest in Certificate of Deposits.
- B. Continued to see a reduction in overdue balances on customer accounts.
- C. Continued to provide reports to simplify the financial message, making it more available to the fellowship as a whole.
- D. The board of directors continued to work closely with NCCNA on fiscal management of the convention. This continued partnership between the two committees allowed the convention financial management to run smoothly again this year, both prior to, during and after another amazingly successful convention.

II. Sales

- A. The 2007-2008 fiscal year experienced a substantial decrease in literature sales and an increase in gift sales. During the year, \$531,355.54 worth of literature and \$9,897.84 worth of gift items were sold.
- B. Online sales grew in popularity, increasing to \$41,703.01 for the fiscal year.
- C. Sales at NCCNA were successful again this past year. We sold \$11,761.74 worth of literature and gifts during the four days onsite in Sacramento.
- D. Decreased turnaround time on orders adding to customer satisfaction.
- E. While the board had to increase shipping and handling charges to match the increase in costs associated with these charges due to the costs in fuel, we were able to keep these increases down to a minimum due to negotiations with our shipping vendor leading to a lower rate schedule.

III. BOD Members and Office Personnel

- A. The board again functioned with seven members for whole year, with the Assistant Treasurer and Member at Large positions vacant.
- B. A new special worker joined the team as office manager in November of 2007.

IV. Additions and Challenges

- A. Challenges due to decreased sales have led to a need to review expenses and policies associated with maintaining the RSO.
- B. The lease for our current location came due during this past fiscal year. The board compared the possibilities of adding additional space, moving to a larger location or

staying at our current location. The decision was made to stay in the current location and the possibility of adding additional space to the current location was found to be impossible. Our lease was re-negotiated for another three years with minimal increases annually.

- C. At the request of the RSC, the board removed a section of the counter, a large desk and some cabinetry in an effort to increase space in the large meeting room for the growing RSC.
- D. Board members and one special worker attended the NAWS workshops on Conventions and Literature Distribution in October of 2007. They brought back very useful information and contacts for networking with other large regional offices in the US.
- E. The ability to complete tasks with only seven members was a challenge for the board over the past fiscal year, but we persevered and were able to accomplish many significant projects, some of which are listed here:
 1. Completed the *Treasury Best Practices* manual for the use of the Northern California Fellowship of Narcotics Anonymous.
 2. Replaced aging capital equipment, such as cash registers used at NCCNA, credit card machines and computers.
 3. Continued process of increasing marketing efforts to non-fellowship businesses.
 4. Continued working with the RSC to discuss and implement new ideas to increase participation in service at regional level.



Front Display Case at Regional Service Office

LETTER FROM BOARD PRESIDENT 2007-2008

I would like to thank the Northern California Region for allowing me to serve on the board of directors for the past few years. The committee is small, functions proficiently and is one of the most rewarding experiences in service to this fellowship that I've had during my time clean.

The past year was a challenging but worthwhile year for the regional service office and the regional service office board of directors. Working for an entire year with only seven of nine directors seats occupied required directors to take on extra duties, with some projects just not getting completed. That being said, the board was still able to be extremely productive and I personally want to thank each of the board members, David, Richard, Jennie, Kelly, Luis, and Becky, for their tireless service and dedication to our fellowship. I believe I can speak for the entire board to say it was a privilege to serve the Northern California Region of Narcotics Anonymous.

I'd like to take this time to talk about the board of directors, what the board does and why it exists. If after reading through this report, you are interested in finding out more, please feel free to call, email or visit the board meeting. The board welcomes your help and would love to answer any questions you might have.

The board of directors meets the first Saturday of every month at the regional service office in Fairfield. Our meetings begin at noon and normally are completed before 6 p.m. in the evening. Usually there are 10 to 12 people in attendance, including the liaisons from NCCNA and the RSC. Because of the size of the meetings, they are normally less formally run than most other service committees, allowing time for brainstorming and lengthy discussions, when necessary.

Unlike other service committees, the regional board of directors is tasked with managing the "business" side of regional service. For those members of the fellowship that have strong business skills, this is a great opportunity to use those skills in service to the fellowship. For those members of NA that are business minded, but have never had the opportunity to build those skills, this is a great chance to do just that while giving back to the Narcotics Anonymous. These positions offer very little recognition for the hard work, but offer a magnitude of reward through selfless service given freely by the members that give of their time.

The board's objective and purpose can be found in the by-laws of the corporation, available at http://www.norcalna.org/regional_forms-docs-reports.php. Here is a simplified list of the services provided by the Northern California Regional Service Office, Inc., managed by the board of directors.

- By incorporating, NCRSO, Inc provides a legal "umbrella" over our regional services, protecting the fellowship and individual members from possible lawsuits, as well as possible financial losses.
- The board signs all legal documents for the region, including all contracts for the convention, protecting the individual member from any liability.
- The board offers the areas the ability to put their phonedlines under the regional "umbrella", protecting the fellowship from problems with individual members being listed as the phonenumber owner and protecting the phonenumber from being shut off if the area committee misses paying the bill.
- Our corporate status allows the convention contract negotiator to leverage the region's established credit to negotiate contracts with convention centers, hotels and other large vendors.

- The board maintains a general liability insurance policy for the region that covers all of the regularly scheduled meetings in the region's 22 areas (currently around 1,200 meetings a week), plus special events as requested.
- The regional service office, as a literature distribution center for NA literature, is able to get a substantial discount on literature for the world service office, allowing the region to pass down a portion of that discount to the areas and groups that would not normally be receiving a discount.
- The board maintains the regional website, including online literature sales and convention registrations.
- The regional service office provides a central location for the regional committees in Northern California to meet on a regular basis, as well as a location to store equipment, files, archives and literature used to carry the message to the fellowship.
- The board of directors works on various projects for the fellowship as directed by the regional service committee and/or as the need arises.

Currently the regional board of directors is functioning again with less than a full board. We have only six of nine seats filled. Performing the tasks listed above can be challenging with only a few directors. I'd like to hope that this is a temporary problem and that soon members of the region will be knocking down our door to become a part of this wonderful service body. I truly believe that if members only knew how incredibly rewarding this service commitment can be, that hope would become a reality.

Thank you for allowing me to be of service,

Sue Lydick
 President of NCRSO, Inc
 Board of Directors
 2007-2008

Email: rsopres@norcalna.org

Interested in learning more?

NCRSO Board of Directors

The Northern California Regional Service Office Board of Directors has one direct elect seat and three two-year pool seats available. If you'd like to qualify for this committee, attend the NCRSC meeting on the 2nd Saturday of the month. Qualifications are normally held at 5 p.m. You'll need a [service resume](#), available online at www.norcalna.org.

The requirements for the BOD are as follows:

Candidates must qualify at the RSC meeting.

Minimum four (4) years clean time.

Has read and has an understanding of the [NCRSO Bylaws](#), available online.

If you'd like to find out more about the various positions available on the Board you can read the [Director's Duties](#), available online.

If you are interested in finding out more about being of service on the Board of Directors, please send an email to rsopres@norcalna.org.

NCRSO BOARD OF DIRECTORS

Sue Lydick

President

One-Year Direct Elect Seat

Term Expires 2009

Ron Francies

Vice President

Two-Year Pool Seat

Term Expires 2010

Jennie Coleman

Treasurer

Two-Year Pool Seat

Term Expires 2009

Open Position

Asst. Treasurer

Chris Bishop

Secretary

Two-Year Pool Seat

Term Expires 2010

Open Position

Insurance / Contract Negotiator

Open Position

Office Operations / Personnel

Jerry Richardson

Sales / Inventory

Two-Year Pool Seat

Term Expires 2010

Willie Cosgrove

Member at Large (also RSC Representative to Board)

One-Year Direct Elect Seat

Term Expires 2009

LITERATURE SALES POLICIES

Discount Structure

Sales Amount Range	Discount %
\$ 0.00 - \$ 100.00	0%
\$ 100.01 - \$ 500.00	5%
\$ 500.01 - \$ 5,000.00	8%
\$ 5,000.01 +	10%

Shipping & Handling Charges – Within California (Based on sub-total before taxes)

Sales Amount Range	Charges
\$ 0.00 - \$ 25.00	\$6.00
\$ 25.01 - \$ 50.00	\$7.00
\$ 50.01 - \$150.00	9%
\$ 150.01 - \$500.00	8%
\$ 500.01 +	7%

Shipping & Handling Charges – Outside of California (Based on sub-total before taxes)

Sales Amount Range	Charges
\$ 0.00 - \$ 25.00	\$7.00
\$ 25.01 - \$ 50.00	\$8.00
\$ 50.01 - \$150.00	10%
\$ 150.01 - \$500.00	9%
\$ 500.01 +	8%

Literature Return Policy

1. Any errors on the part of the Regional Service Office be readily exchanged or accepted for return within two weeks (14 days) after shipping. Return shipping to be paid by the RSO.
2. Items mistakenly ordered or unwanted are accepted within two weeks (14 days) after shipping. This would be undamaged, at face value, less any discount they may have received. This does not include shipping and handling or return shipping, nor does it include any sales tax if the time period extends beyond the last day of the month during which the purchase was made.
3. Since the return of items creates both bookkeeping and logistical activities, anything returned more than two weeks (14 days) after shipping, will be for face value less any discounts received; no credit for any shipping and handling or return shipping or any sales taxes if the beginning of a new month has passed. There will also be a 10% restocking charge on the end calculated amount. All items in section (a) above will be treated the same as this category after 14 days have passed.
Example: If an item were returned after 14 days which had a face value of \$20 and was part of a \$400 order; it would have been discounted \$1.40, taxed @ \$1.49 and shipped at \$1.49 and net cost would've been \$21.58. This would allow them a credit of \$20 less the \$1.40 and less \$1.86 for restocking or a net credit value of \$16.74.
4. The RSO will not accept returns on discontinued, opened or damaged items. Only current issued items in resalable condition will be accepted.

NCRSO CREDIT POLICY

1. The NCRSO extends credit to NA Area and Regional level service bodies as well as established businesses.
2. New clients must pre-pay the first three (3) orders.
3. After three pre-payment orders, eligible clients may be extended net 30 terms if we have the following information.
 - a. For businesses, a completed credit application must be on file with our office. This application will include all Federal Tax ID information.
 - b. For NA service bodies we must have acknowledgement of terms and conditions signed by the chairperson of the service body. In addition, contact information is required from both the person responsible for ordering, and the person responsible for paying for the orders. Required information includes: name, address, phone number, e-mail, and the end date of their service commitment.
4. In the event an account is over 30 days past due (*60 days from date of shipment*), the account will be placed on credit hold, a collection letter will be sent, and a 2% per month fee will be charged.
5. For Northern California NA Area or Regional accounts, a second letter will be hand delivered to the appropriate RCM at the next RSC meeting. Five days after mailing the collection letter a phone call will be made to the person responsible for paying the bills.

NOTE: If either the ASC, or one of its ‘subcommittees’ account is 30 days past due*, all ASC related accounts from that Area will be placed on credit hold until payment is received. *This includes non-payment of insurance related fees.
6. NA service bodies must update contact information within 30 days of the election of new trusted servants (*page 2*). Accounts on credit hold due to nonpayment will remain so until payment is received and contact information is updated.

NCRSO BOARD OF DIRECTORS BUSINESS PLAN

Fiscal Year: 2008 - 2009

Approved: October 4, 2008

Adoption of this plan by the NCRSO Board clearly establishes the desire of the Board to meet the following goals. These goals are ranked in order of priority and urgency. The Business Plan shall serve as the primary focus of the NCRSO Board of Directors for the next year following its adoption, or until such time as these goals are adequately met or amended.

Goal #1

Work together to increase sales to meet our budgeted numbers.

- a) Through accessing new marketing channels, other areas and regions, and commercial retail outlets.*
- b) Through online sales, offering incentives for ordering online.*
- c) Through expanded product line.*

Goal #2

Continue working with the RSC, to discuss and implement new ideas to increase participation in service at regional level.

Goal #3

To continue to research the possibility of archiving previous NCCNA convention workshop and speaker tapes to a new format to insure permanency.



Literature Distribution Area - NCRSO

NCRSO Budget to Actual 2007-2008
NCRSO Budget 2008-2009
 Approved July, 2008

	<u>Budget 07-08</u>	<u>Actual FY07-08</u>	<u>Budget 08-09</u>
Ordinary Income/Expense			
Income			
110 - Sales			
111 - Convention Income	10,000.00	0.00	
112 - Gift Income			
112.1 - Gift Sales at RSO		6,447.93	9,000.00
112.3 - Gift Sales at NCCNA		2,588.17	3,500.00
112.4 - Sales of Previous NCCNA Mdse		1,039.42	1,000.00
112 - Gift Income - Other	<u>5,000.00</u>	<u>-177.68</u>	
Total 112 - Gift Income	5,000.00	9,897.84	13,500.00
113 - Freight			
113.1 - Shipping and Handling	35,000.00	33,194.89	40,000.00
113.2 - Will Call Handling	<u>3,500.00</u>	<u>3,689.00</u>	<u>4,500.00</u>
Total 113 - Freight	38,500.00	36,883.89	44,500.00
114 - Literature			
114.1 - Literature Sales at RSO		524,868.70	650,000.00
114.3 - Literature Sales at NCCNA		9,173.57	10,000.00
114 - Literature - Other	<u>650,000.00</u>	<u>-2,686.73</u>	
Total 114 - Literature	650,000.00	531,355.54	660,000.00
115 - PO Discounts	<u>178,000.00</u>	<u>146,423.30</u>	<u>158,400.00</u>
Total 110 - Sales	881,500.00	724,560.57	876,400.00
120 - Equipment Rentals			
121 - Cash Register Rental		250.00	225.00
122 - Easel Rental		9.00	
123 - Safe Rental		50.00	50.00
124 - Bill Counter Rental		25.00	25.00
120 - Equipment Rentals - Other	<u>300.00</u>	<u>0.00</u>	
Total 120 - Equipment Rentals	300.00	334.00	300.00
130 - Facility Rent	12,000.00	12,000.00	24,000.00
140 - Insurance Income			
141 - Insurance Certificate	2,200.00	2,495.00	3,000.00
142 - General Liability Reimb - RSC	<u>9,038.00</u>	<u>9,772.00</u>	<u>10,500.00</u>
Total 140 - Insurance Income	11,238.00	12,267.00	13,500.00
150 - Interest	500.00	2,116.15	1,000.00
170 - Area Phonelines (Reimbursement)	12,500.00	9,029.32	9,000.00
180 - Miscellaneous Income			

181 · Donations		164.13	
183 · Rebates		<u>31.83</u>	
Total 180 · Miscellaneous Income		195.96	
190 · NCRSC			
192 · RSC Supplemental Income (mthly)		13,000.00	
193 · Rep Hotel Room Reimbursement		<u>232.22</u>	<u>500.00</u>
Total 190 · NCRSC		13,232.22	500.00
200 · NCCNA			
201 · NCCNA Sales Tax Received	7,000.00	7,683.00	7,000.00
202 · NCCNA Convention Income		98,878.43	
203 · BOD Room Reimbursement	<u>2,250.00</u>	<u>3,291.10</u>	<u>2,250.00</u>
Total 200 · NCCNA	<u>9,250.00</u>	<u>109,852.53</u>	<u>9,250.00</u>
Total Income	927,288.00	883,587.75	933,950.00
Cost of Goods Sold			
5000 · Cost of Goods Sold	<u>693,000.00</u>	<u>570,979.10</u>	<u>698,000.00</u>
Total COGS	<u>693,000.00</u>	<u>570,979.10</u>	<u>698,000.00</u>
Gross Profit	234,288.00	312,608.65	235,950.00
Expense			
300 · Bank Expenses			
301 · Bank Service Charges		2,662.76	3,000.00
302 · BankCard Annual Fee		25.00	75.00
303 · BankCard Finance Charge		3.53	
304 · BankCard Late Fees		25.23	
300 · Bank Expenses - Other	<u>4,000.00</u>	<u>0.00</u>	
Total 300 · Bank Expenses	4,000.00	2,716.52	3,075.00
310 · Accounting Services	5,200.00	11,741.25	5,200.00
320 · Area Phonelines	12,500.00	9,218.66	9,000.00
330 · Convention Expense			
331 · Hotel Room-Spcl Workers/RSC Rep	1,500.00	304.22	500.00
332 · Raffle Item	200.00	130.00	150.00
334 · NCCNA Merchandise Sales Tax	<u>7,000.00</u>	<u>7,682.68</u>	<u>7,000.00</u>
Total 330 · Convention Expense	8,700.00	8,116.90	7,650.00
340 · Directors Expense			
341 · Mileage	5,000.00	4,766.83	5,000.00
342 · Parking	500.00	275.00	500.00
343 · Rooms (Convention)	4,500.00	3,724.67	4,500.00
344 · Travel	3,000.00	2,536.21	500.00
345 · Supplies	<u>200.00</u>	<u>87.62</u>	<u>100.00</u>
Total 340 · Directors Expense	13,200.00	11,390.33	10,600.00
350 · Employment Expenses			
351 · Health Insurance	12,000.00	11,098.00	9,500.00

352 · Payroll Services	1,500.00	13,969.07	1,500.00
353 · Salary	54,000.00	67,044.10	70,000.00
354 · Taxes	19,000.00	6,422.20	7,500.00
355 · Travel Reimbursement	1,000.00	620.54	800.00
356 · Continuing Education	500.00	0.00	500.00
Total 350 · Employment Expenses	88,000.00	99,153.91	90,400.00
360 · Insurance			
361 · Executive Risk	2,500.00	0.00	1,500.00
362 · General Liability	9,038.00	13,054.75	10,500.00
363 · Cost of Riders	1,000.00	186.00	200.00
364 · Workers Compensation	1,500.00	1,785.00	1,600.00
Total 360 · Insurance	14,038.00	15,025.75	13,800.00
370 · Handling Costs			
371 · Incoming Freight	10,000.00	10,006.85	12,000.00
372 · Outgoing Freight	24,000.00	23,717.08	24,000.00
373 · Packaging Supplies	2,000.00	1,407.17	3,000.00
Total 370 · Handling Costs	36,000.00	35,131.10	39,000.00
380 · Inventory Adjustment Expense		-614.79	
400 · Office Expenses			
401 · Security	1,000.00	584.20	500.00
402 · Maintenance and Repairs	500.00	387.38	500.00
403 · Janitorial	1,600.00	1,690.00	1,600.00
404 · Computer Expense	3,300.00	3,238.55	2,000.00
406 · Equipment Purchases	5,000.00	4,690.54	1,000.00
407 · Equipment Repairs	500.00	0.00	500.00
408 · Garbage	1,200.00	1,217.08	1,100.00
409 · Gas & Electric	5,000.00	4,986.60	5,500.00
410 · Office Supplies	3,000.00	3,958.60	3,000.00
413 · Telephone	3,000.00	2,648.90	1,500.00
414 · Rent	25,000.00	21,784.01	25,000.00
415 · Pest Control	500.00	720.00	540.00
417 · Postage	1,000.00	864.27	800.00
418 · Licenses and Permits	125.00	105.97	125.00
400 · Office Expenses - Other		0.00	
Total 400 · Office Expenses	50,725.00	46,876.10	43,665.00
450 · Copy Machine Costs			
451 · Copy Machine Rental	2,500.00	2,859.03	2,500.00
452 · Copy Paper	400.00	439.68	600.00
453 · Ink Supplies	400.00	61.98	200.00
454 · Copy Machine Maintenance	1,000.00	1,202.05	1,200.00
Total 450 · Copy Machine Costs	4,300.00	4,562.74	4,500.00
460 · RSC Donation		98,646.23	
470 · Web Site			
471 · Website Hosting	500.00	233.35	500.00

472 · Website Development	2,000.00	418.27	3,000.00
473 · Website Maintenance	<u>3,000.00</u>	<u>2,166.00</u>	<u>1,500.00</u>
Total 470 · Web Site	5,500.00	2,817.62	5,000.00
500 · Sales Tax Expense	150.00	396.34	800.00
520 · Advertising	<u>200.00</u>	<u>0.00</u>	<u>200.00</u>
Total Expense	<u>242,513.00</u>	<u>345,178.66</u>	<u>232,890.00</u>
Net Ordinary Income	-8,225.00	-32,570.01	3,060.00
Other Income/Expense			
Other Income			
998 · Reimbursed Expenses			
998.1 · NCCNA Website Maintenance		735.00	
998.2 · NCCNA Equipment Purchases		1,502.38	
998.3 · NCCNA Travel Expenses		<u>172.86</u>	
Total 998 · Reimbursed Expenses		<u>2,410.24</u>	
Total Other Income		2,410.24	
Other Expense			
999 · Reimbursable Expense			
999.1 · NCCNA Website Maintenance		735.00	
999.2 · NCCNA Equipment Purchases		1,502.38	
999.3 · NCCNA Travel Expenses		<u>172.86</u>	
Total 999 · Reimbursable Expense		<u>2,410.24</u>	
Total Other Expense		<u>2,410.24</u>	
Net Other Income		<u>0.00</u>	
Net Income	<u><u>-8,225.00</u></u>	<u><u>-32,570.01</u></u>	<u><u>3,060.00</u></u>

NCRSO INC. COMBINED BALANCE SHEET

ASSETS	6/30/2007	6/30/2008
Current Assets		
NCRSO General Checking Account – Bank of the West	\$ 40,812.27	\$ 33,649.49
NCRSO Payroll Account – Bank of the West	\$ (489.89)	\$ (11.00)
NCRSO CD #1 – Bank of the West	\$ 11,165.11	\$ 11,945.88
NCRSO CD #2 – Bank of the West	\$ 20,895.84	\$ 22,274.16
NCRSO Office Checking Account – Bank of the West	\$ 68.13	\$ 493.00
NCRSO Office Operations – Petty Cash	\$ 326.17	\$ 282.80
NCRSC Checking Account 8599 – Wells Fargo	unreported	\$ 5,033.95
NCRSC Checking Account 5256 - Wells Fargo	unreported	\$ 7,866.98
NCCNA Convention Account – Bank of the West	\$ 723.58	\$ 14,290.82
NCCNA Convention Account #2 – Bank of the West	\$ 3,758.10	\$ 5,525.57
NCCNA Money Market Account – Bank of the West	\$ 96,567.97	\$ 102,273.33
Total Checking/CDs/Money Market Accounts	\$ 197,504.48	\$ 203,624.98
Other Current Assets		
Accounts Receivable	\$ 31,798.75	\$ 20,577.12
Undeposited Funds – very old account	\$ (20,060.67)	\$ -
NCRSO Inventory	\$ 70,309.34	\$ 91,102.57
Undeposited Funds	\$ 11,376.87	\$ 10,323.00
Total Other Current Assets	\$ 93,424.29	\$ 122,002.69
Total Current Assets	\$ 290,928.77	\$ 325,627.67
Fixed Assets		
Furniture and Equipment	\$ 34,062.01	\$ 40,394.00
Accumulated Depreciation	\$ (34,062.01)	\$ (36,210.00)
Total Fixed Assets	\$ -	\$ 4,184.00
TOTAL ASSETS	\$ 267,251.57	\$ 329,811.67
LIABILITIES AND EQUITY		
Current Liabilities		
Federal Payroll Tax Payable	\$ 7,703.28	\$ 1,511.40
State Payroll Tax Payable	\$ 1,173.94	\$ 610.11
Sales Tax Payable	\$ (656.59)	\$ 1,267.40
Accounts Payable	\$ 20,055.27	\$ 46,621.42
Total Current Liabilities	\$ 28,275.90	\$ 50,010.33
TOTAL LIABILITIES	\$ 28,275.90	\$ 50,010.33
EQUITY		
Opening Balance Equity	\$ 217,018.75	\$ 217,018.75
Retained Earnings	\$ (13,021.25)	\$ -
Capital	\$ (8,920.70)	\$ 95,336.71
Net Income	\$ 43,898.87	\$ (32,554.12)
TOTAL EQUITY	\$ 238,975.67	\$ 279,801.34
TOTAL LIABILITIES AND EQUITY	\$ 267,251.57	\$ 329,811.67

INSURANCE POLICIES AND CLAIMS - 2007-2008

We have 3 insurance policies to serve the needs of fellowship and the NCRSO.

1. General Liability Package:

- This covers the inventory, office equipment and all merchandise stored at the RSO.
- This policy also covers General Liability and Professional Liability.
- This policy covers meetings of NA for events with attendance of less than 900.
- Events over 900 needs to be submitted to the carrier through the agent.
- Likewise, any unity days should be submitted to the carrier through the agent.

2. Directors & Officers Liability Insurance:

- This protects your elected members (directors/officers), (including their spouses) of the RSO in case of lawsuits.

3. Workers Compensation:

- This covers our special workers at the RSO in case of injury

We paid out no insurance claims in the 2007-2008 fiscal year.

Insurance Policy Challenges and Changes:

As awareness of insurance issues has increased, the requests for insurance certificates and additional insured certificates have increased dramatically over the past few years. While the board welcomes the fellowship's awareness, the ability to manage this increase has been challenging. The amount of time required by the office manager to process these requests has increased as well. Due to this time requirement, the board voted to increase the fees charged to the fellowship. The fees are still minimal, only costing the fellowship substantially more if they neglect to submit their requests in a timely fashion.

*If the facility wants to be **named** on the Proof of Insurance document, a "Request for Certificate" document must be completed and **submitted 30 days in advance** to the RSO along with payment of \$20.00. (Copy enclosed in this packet)*

All special events must complete the "Special Event Questionnaire" and pay a fee of \$25, even if the facility does not need to be named on the Proof of Insurance document. (Copy enclosed in this packet)

Any requests that are received less than 30 days before the event will be charged an expediting fee of \$25.00. Any requests that are received less than 15 days before the event will be charged an expediting fee of \$50.00. These expediting fees do not include the \$20.00 "Request for Certificate" fees or the \$25 special event fees.

The insurance director, along with the office manager, established a process to track additional insured certificates. This process makes it easier to establish which certificates require renewal and who the contact person is for the related meeting or event. While this process has helped, it's still up to the local meetings or areas to make sure the certificates are getting renewed when necessary. The RSO has no way of knowing whether a specific meeting or event is still taking place.

LETTER FROM NCCNA XXXI CHAIR



NCCNA has had an extremely successful year in every respect and is looking forward to 2009.

The first three and half months of 2008 were focused on completing the work that led to our wonderful celebration of recovery in Sacramento at NCCNA 30. The economic results of this event helped to fund the services necessary for an ever growing fellowship in our Region as well as the ability to make a substantial contribution to World. Our members were the recipients of great entertainment events, unmatched courtesy and professionalism by the hotel and convention staff, strong speakers carrying the NA message of recovery and service from the more than 1000 volunteers giving of their time and efforts. This time period was also used to begin the preplanning for next year's 31st anniversary convention, NCCNA 31, which will be held San Jose in April 2009.

In April we held our closing meeting for our 2008 event followed by our opening meeting for NCCNA 31. 23 members were seated 18 of those had prior experience as a members of NCCNA. We elected administrative members and made the appointments necessary to ensure all functions were covered and went to work. NCCNA meets the 3rd Saturday of every month and typically lasts 8 to 10 hours. Our subcommittees also meet monthly, beginning to expand our circle of members all of which make a major contribution to the success of the convention. We realize that NCCNA has a proud tradition of being one of the most successful events in all of NA. It is our goal to maintain the record of excellence that is the foundation of that tradition.

Jimmy Lee
Chairperson NCCNA 31

NCCNA XXX BUDGET TO ACTUAL

30 YEARS – IT WORKS!

March 20-23, 2008

Sacramento, CA

	Category	Budget	Actual
Income			
	Pre-Registration	\$ 9,000.00	\$ 15,125.00
	Online Pre-Registration	\$ 21,000.00	\$ 29,025.00
	Registration (Onsite)	\$ 66,000.00	\$ 65,160.00
	Merchandise (Includes Pre-Reg Merch)	\$ 75,000.00	\$106,814.00
	Entertainment	\$ 43,700.00	\$ 59,971.00
	Other	\$ 41,483.56	\$ 57,335.26
	Total	\$256,183.56	\$333,430.26
Expense			
	Arts & Graphics	\$ 20,800.00	\$ 18,650.92
	Entertainment	\$ 44,300.00	\$ 31,410.61
	Executive	\$ 65,875.00	\$ 66,017.09
	Host	\$ 23,990.00	\$ 27,718.09
	Merchandise (Includes Pre-Reg Merch)	\$ 81,600.00	\$ 92,561.60
	Program	\$ 14,775.00	\$ 8,904.24
	Registration	\$ 6,400.00	\$ 5,103.47
	Total	\$257,740.00	\$250,366.02
Profit/Loss			
	Total Income	\$256,183.56	\$333,430.26
	Total Expenses	\$257,740.00	\$250,366.02
	Adjustment		
	Net	\$ (1,556.44)	\$ 83,064.24

NCCNA XXXI BUDGET

April 9-12, 09

Within Our Reach

San Jose, CA

	Category	Budget
Income		
	Pre-Registration	\$ 12,000.00
	Online Pre-Registration	\$ 28,000.00
	Registration (Onsite)	\$ 66,000.00
	Merchandise(Includes Pre-Reg Merch)	\$ 96,000.00
	Entertainment	\$ 60,000.00
	Other	\$ 39,475.00
	Total	\$301,475.00
Expense		
	Arts & Graphics	\$ 24,850.00
	Entertainment	\$ 49,800.00
	Executive	\$ 71,900.00
	Host	\$ 36,100.00
	Merchandise	\$ 87,100.00
	Program	\$ 16,490.00
	Registration	\$ 6,550.00
	Total	\$292,790.00
Profit/Loss		
	Total Income	\$301,475.00
	Total Expenses	\$292,790.00
	Net	\$ 8,685.00

LETTER FROM NCRSC CHAIR

To the Fellowship of the Northern California Region of NA,

With this year's annual report comes another opportunity to review the past year at the RSC, take stock of where we are now, and plan for the year ahead.

This last year saw several service positions at the RSC go unfilled. Finding qualified members to be of service continues to be a challenge.

This last year we completed 7 CAR assemblies in our region, one of which was at our annual Northern California Convention of Narcotics Anonymous. This was a great process in getting our new 6th Edition Basic Text and new information pamphlets out this year.

Last year the RSC conducted a comprehensive inventory and the outcome was a need to implement new processes to assist the committee in better serving the region. To facilitate implementation of some of these new processes, the RSC recently formed some workgroups. Some of these are: Fellowship Service Team working group, NA100 working group, Regional Resource Pool, and the Regional Nominations Panel. We believe that with these in place we will be able to better train our trusted servants to educate our areas in a more cost effective way. We hope these will also help fill our open positions at region with qualified members.

These changes, coupled with our ever growing Regional Convention, are sure to offer many new challenges in the coming year. It is truly an exciting time to be a member of Narcotics Anonymous in Northern California.

In Service,

Frank Williams
NCRSC Chair

NCRSC 2007-2008
AREA/GROUP/REGIONAL DONATIONS

Northern California Area Donations	
American River	\$6,419.66
Contra Costa	\$5,247.24
East Bay Central	\$1,575.00
East Bay North	\$120.00
Greater San Jose	\$9,270.66
Humboldt/Del Norte	\$50.00
Lake	\$600.00
Marin	\$3,300.00
Mendocino	\$3,606.63
Mission Peak	\$4,262.00
Monterey	\$3,021.87
Napa Solano	\$8,097.57
916 North	\$0
Peninsula	\$2,345.14
River Cities	\$213.56
Sacramento	\$2,025.24
San Francisco	\$2,143.80
Santa Cruz	\$10,691.22
Shasta	\$405.83
Sierra Foothills	\$2,079.15
Sonoma	\$14,044.08
Total Area Donations	\$79,518.65
Group and Individuals Donations	\$5,724.54
Regional Donations (NCCNA)	\$98,646.23
Total Donations	\$183,889.42
Donations from NCRSC to NAWS	\$ 127,553.27

NCRSC BUDGET TO ACTUAL 2007-2008

<u>ACCT #</u>	<u>CATEGORY</u>	<u>BUDGET 2007-2008</u>	<u>ACTUAL 2007-2008</u>
1000	RD & RD-A		
1050	Telephone-RD&Alt	100.00	0
1060	Mailing & Supplies-RD&Alt	200.00	177.80
1070	Mileage-RD&Alt	2,300.00	1802.96
1080	Copies-RD&Alt	150.00	65.75
1090	World Service Conference-RD&Alt	2,000.00	1,996.50
1100	Western States Forum-RD&Alt	1,600.00	1,088.29
1110	Intra Regional Travel-RD&Alt	500.00	354.74
1120	World Service Meeting	2,000.00	0
1130	Hotel-Western States Forum	0.00	0
	TOTAL RD & RD ALT	\$ 8,850.00	\$ 5,486.40
2000	NCRSC ADMIN		
2050	Telephone-Admin.	50.00	0
2070	Mileage-Admin.	5,750.00	14,380.80
2090	Rent-Admin.	100.00	0
2100	RSC Rep to BOD- 1/2 hotel to NCCNA	300.00	0
	TOTAL ADMIN	\$6,200.00	\$14,380.80
3000	REG. SERVICE COMM		
3060	Mailing & Supplies-RSC	200.00	134.52
3070	RCM Gas Fund-RSC	1,200	690.20
3080	Copies-RSC	2,500.00	1,799.21
3090	Rent-RSC	7,500.00	7,375.00
3100	RCM Orientation Packs-RSC	250.00	97.47
3120	Insurance-RSC	10,000.00	9,772.00
3130	Area Emergency Fund-RSC	200.00	0
3150	Equipment\Software	300.00	0
3160	RSO Support	12,000.00	12,000.00
	TOTAL RSC	\$34,150.00	\$31,868.40
4000	CAR/REGIONAL ASSEMBLY		
4050	Conference Agenda Reports-RSC	1,700.00	1,183.13
4060	Mailing & Supplies-Assemblies	1,400.00	1,403.15
4090	Rent-Assemblies	1,800.00	1,325.00
4100		00	1,306.53
	TOTAL	\$6,700.00	\$5,217.81

<u>ACCT</u> <u>#</u>	<u>CATEGORY</u>	<u>BUDGET</u> <u>2007-2008</u>	<u>ACTUAL</u> <u>2007-2008</u>
5000	HOSPITALS & INSITUT.		
5050	Telephone-H&I	100.00	14.80
5060	Mailing & Supplies-H&I	150.00	0
5070	Mileage-H&I	2,500.00	1,062.35
5080	Copies-H&I	175.00	72.94
5100	Literature-H&I	2,500.00	81.98
5200	Service Related Tools-H&I	100.00	41.10
5220	Western Svs Learning Days-H&I	1,500.00	686.76
5300	H&I- 1/2 hotel room to NCCNA	300.00	235.08
	TOTAL H&I	\$7,325.00	\$2,195.01
6000	PUBLIC RELATIONS		
6050	Telephone-PI	50.00	0
6060	Mailing & Supplies-PI	100.00	9.99
6070	Mileage-PI	3,000.00	1,531.95
6080	Copies-PI	150.00	53.71
6100	Literature for Non-NA Events-PI	600.00	470.47
6200	Service Related Tools-PI	100.00	0
6210	Fees for Non NA Events-PI	800.00	475.00
6220	Western Svs. Learning Days-PI	1,500.00	79.22
6230	Calif. Phonline List	50.00	0
6300	PR- 1/2 hotel room to NCCNA	300.00	119.81
	TOTAL PI	\$6,650.00	\$2,740.15
7000	REG. LEARNING DAYS		
7090	Learning Day Seed \$	3,000.00	0
	TOTAL REG. LRNG DYS	\$3,000.00	\$0
	Unbudgeted Motion Driven Exps.		\$8,652.65
	Bank Fees		93.02
	TOTAL EXPENSES	\$72,875.00	\$70,634.24

NCRSC 2008-2009 ANNUAL BUDGET

ACCT #	CATEGORY	APPROVED BUDGET 08-09
1000	<u>Administrative Costs</u>	
1010	Telephone	\$100.00
1020	Mailing & Supplies	\$200.00
1030	Administrative Service Tools	\$200.00
1040	Copies	\$1,800.00
1050	Rent	\$19,600.00
1060	Travel	\$10,000.00
1070	Equipment and Software	\$0
1080	Traveling RSC Expenses	\$10,000.00
	Total Administrative Costs	\$41,900.00
2000	<u>Routine Fellowship Support</u>	
2010	Institutional Literature Fund	\$1,000.00
2020	Professional Events	\$1,200.00
2030	ASC Emergency Fund	\$200.00
2040	Rent - Regional Assemblies/CAR/NA 101	\$1,500.00
2050	Supplies- Regional Assemblies/CAR/NA101	\$1,000.00
2060	Tools - Regional Assemblies/CAR/NA101	\$500.00
2070	Refreshments – Regional Assemblies	\$1,000.00
2080	Regional Insurance Policy	\$10,500.00
	Total Routine Fellowship Support	\$16,900.00
3000	<u>Zonal & WSC Travel Activities</u>	
3010	World Service Conf.– Up to 2 members	\$0
3020	Western States Zonal Forum – Up to 2	\$0
3030	Host Western States Forum	\$0
3040	Worldwide Workshop	\$2,000.00
3050	Western Services Learning Days – Up to 4	\$3,000.00
	Total Zonal & WSC Travel Activities	\$6,000.00
	Total Routine Operating Expenses	\$64,800.00
DISCRETIONARY EXPENSES		
5000	<u>NCRSC Fellowship Development</u>	
Discretionary Expenses are variable and will only be funded if the following conditions are met. 1) A completed NCRSC Travel Request Form has been received by the NCRSC Administrative Committee at least 30 days prior to the requested travel date and the request has been authorized by the Administrative Committee. 2) The NCRSC has enough funds above its established minimum operating reserves to cover the travel at the time the request is being considered.		
5010	FD Travel	
5020	FD Copies & Supplies	
5030	FD Services	
6000	<u>NCRSC Project Workgroups</u>	
Discretionary Expenses are variable and will only be funded if the following conditions are met. 1) A completed NCRSC Project Proposal Plan Form has been received by the NCRSC Administrative Committee at least 30 days prior to the requested travel date and the request has been authorized by the Administrative Committee. 2) The NCRSC has enough funds above its established minimum operating reserves to cover the travel at the time the request is being considered.		
6010	Project Workgroup Travel	
6020	Project Workgroup Copies & Supplies	
6030	Project Workgroup Rent	