

# Northern California Region of Narcotics Anonymous

Regional Service Office  
Board of Directors



## Annual Report

2008 - 2009



1820 Walters Court, Suite A, Fairfield, CA 94533

BOD Approved 2/10

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NCRSO Board of Directors  
1820 Walters Court, Suite A  
Fairfield, CA 94533  
707-422-9234  
[www.norcalna.org](http://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 2008-2009 fiscal year, and the plans for the 2009-2010 fiscal year. This report includes reports and financial information from NCRSO, NCCNA and NCRSC.*

Activity during 2008 - 2009 at the Office:

### *I. Financial*

- A. Income was more than expenses by \$15,721.50. At the end of the fiscal year, the RSO had \$12,117.10 and accrued interest in Certificate of Deposits.
- B. Continued to see reductions in overdue balances on customer accounts.
- C. Continued to provide revised fiscal reports to simplify the financial message, making it more available and easier to understand for 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*

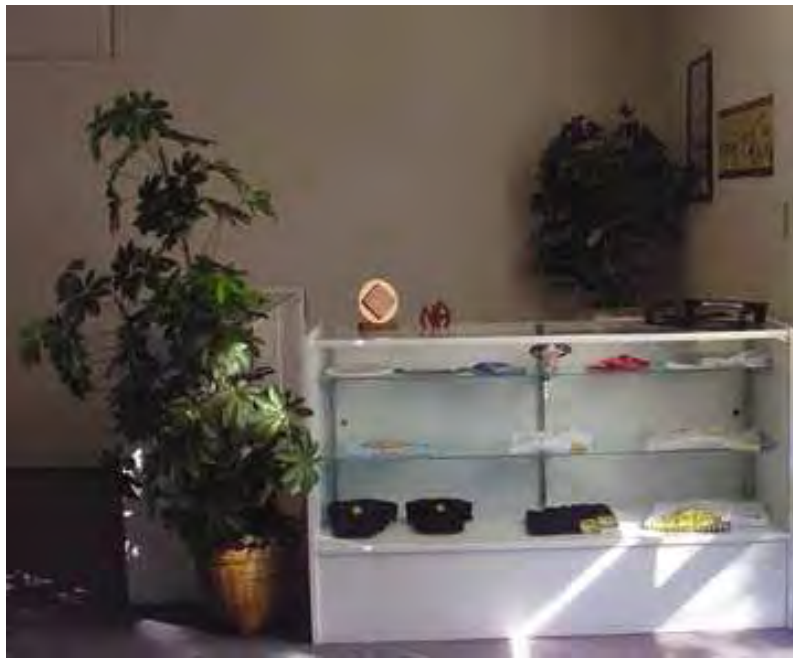
- A. The 2008-2009 fiscal year experienced a substantial increase in literature sales and an increase in gift sales. During the year, \$594,793.90 worth of literature and \$24,295.08 worth of gift items were sold. The newly released 6<sup>th</sup> Edition of the Basic Text, and a special 25<sup>th</sup> Anniversary Commemorative Edition Basic Text were major contributors to the sales increase.
- B. Online sales grew in popularity, increasing to \$111,998 for the fiscal year.
- C. NCRSO Sales at NCCNA were very successful this past year. We sold \$24,836.24 worth of literature and gifts during the four days onsite in San Jose.

### *III. BOD Members and Office Personnel*

- A. The board functioned with a reduced number of members for the year, with the Secretary, Insurance/Contracts, Office Operations, and Assistant Treasurer positions vacant all year. Due to this reduction in Directors, the BOD requested that the RSC Rep also serve as a member of the board filling the Member at Large position. The request was ratified by vote at the RSC. This insures the board will have a quorum which allows us to complete business motions even if one of the directors cannot attend the meeting.
- B. We are very grateful to report that the office personnel remained unchanged for 2008-2009.

#### *IV. Additions and Challenges*

- A. Although sales were up for the year as a whole, we continue to review expenses and policies associated with maintaining the RSO as the US economy has experienced significant downtrends, and we are beginning to see the impact within our revenue flow.
- B. Our lease on the facility was re-negotiated for another three years with minimal increases annually in the previous fiscal year. We will need to review our status and fiscal condition in FY2011 to make a determination on our facility options.
- C. The ability to complete tasks with only five members was a consistent 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. Installed a shade in the skylight in the warehouse to improve video presentation visibility and reduce heating and cooling expenses.
  - 2. Upgraded the copier to reduce printing costs, add features such as scan to fax and scan to email, and to facilitate wireless printing from the Admin computers of all Regional Committees.
  - 3. We switched to a new Internet Service Provider that resulted in both cost savings and improved service. In addition, we upgraded the wireless network equipment in the facility to support the rising numbers of users during service committee meetings.
  - 4. Created new NorCal NA regional t-shirts that were well received by the fellowship
  - 5. 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 Fiscal Year 2009

I would like to thank the Northern California Region for allowing me to serve on the board of directors for the past two years. The committee is small, functions proficiently and is one of the most rewarding experiences in service to this fellowship that I have had during my time clean. I will share that my previous service on the board in 2002-2004 changed my life dramatically, and opened new doors for me that would not have opened had I not participated on the board back then and gained that experience. Now that some time has passed since then, it was time for me to return to the board and give back some of what was (and is) so freely given to me every time I serve the fellowship.

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

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 we 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 7 p.m. in the evening. Usually there are 8 to 10 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](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 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 and contracts for the region resulting in the corporation bearing the legal exposure.
- The board offers the areas the ability to put their phonelines under the regional "umbrella", protecting the fellowship from problems with individual members being listed as the phoneline owner and protecting the phoneline 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 21 areas (currently around 1,400 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 from 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 five 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,

Ron Francies  
 President of NCRSO, Inc  
 Board of Directors  
 2009

Email: [rsopres@norcalna.org](mailto: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 every other month. Qualifications are normally held at 5 p.m. You'll need a service resume, available online at [www.norcalna.org](http://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](mailto:rsopres@norcalna.org).

## NCRSO BOARD OF DIRECTORS

**Ron Francies**

*President*

Two-Year Pool Seat

Term Expires 2010

**Chris Bishop**

*Vice President*

Two-Year Pool Seat

Term Expires 2010

**Jennie Coleman**

*Treasurer*

One-Year Direct Elect

Term Expires 2010

**Open Position**

*Asst. Treasurer*

**Open Position**

*Secretary*

**Open Position**

*Insurance / Contract Negotiator*

**Open Position**

*Office Operations / Personnel*

**Jerry Richardson**

*Sales / Inventory*

Two-Year Pool Seat

Term Expires 2010

**Karina Smith**

*Member at Large (also RSC Representative to Board)*

One-Year Direct Elect Seat

Term Expires 2010

## 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: 2009 – 2010

Approved: October 3, 2009

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**

*Implement an action plan to fill all open board seats by the end of March, 2010 by*

- a. Partnering with Regional Nominations Panel (RNP)*
- b. Utilizing Regional Resource Pool (RRP)*
- c. Reaching out to the Northern California fellowship, including past board members, to identify new potential candidates*

## **Goal #2**

*Increase sales to meet budgeted numbers by:*

- a. accessing new marketing channels, other areas and regions, and commercial retail outlets.*
- b. increasing online sales, offering incentives for ordering online*
- c. expanding product line*
- d. streamlining the sales process*

## **Goal #3**

*Begin developing Technology standards and processes for all Regional Services equipment*

- a. Recruit an IT Coordinator*
- b. Inventory all computer hardware, software, and services*



Literature Distribution Area - NCRSO

**NCRSO Budget Actuals FY2008 & FY2009**  
**NCRSO Budget 2010**

Approved July 12, 2009

	<u>07-08 Actual</u>	<u>08-09 Actual</u>	<u>09-10 Budget</u>
Ordinary Income/Expense			
Income			
110 · Sales			
111 · Convention Income			
112 · Gift Income			
112.3 · Gift Income - Convention	2,588.17	20,388.16	6,800.00
112.1 · Gift Income - Regular	6,447.93	New Category	10,200.00
Total 112 · Gift Income	<u>9,036.10</u>	<u>20,388.16</u>	<u>17,000.00</u>
113 · Freight			
113.1 · Shipping and Handling	33,134.34	37,383.81	43,000.00
113.2 · Will Call Handling	3,809.80	5,466.11	6,000.00
Total 113 · Freight	<u>36,944.14</u>	<u>42,849.92</u>	<u>49,000.00</u>
114 · Literature Income			
114.3 · Literature Income - Convention	9,173.57	New Category	10,000.00
114.1 · Literature Income - Regular	524,895.70	594,793.90	650,000.00
Total 114 · Literature Income	<u>534,069.27</u>	<u>594,793.90</u>	<u>660,000.00</u>
115 · PO Discounts	146,423.30	155,093.71	158,400.00
<b>Total 110 · Sales</b>	<b><u>726,472.81</u></b>	<b><u>813,125.69</u></b>	<b><u>884,400.00</u></b>
120 · Equipment Rentals			
121 · Cash Register Rental	250.00	200.00	200.00
122 · Easel Rental	9.00	-	-
123 · Safe Rental	50.00	50.00	50.00
124 · Bill Counter Rental	25.00	100.00	100.00
Total 120 · Equipment Rentals	<u>334.00</u>	<u>350.00</u>	<u>350.00</u>
130 · Facility Rent	<u>12,000.00</u>	<u>24,000.00</u>	<u>24,000.00</u>

140 · Insurance Income			
141 · Insurance Certificate	2,625.00	4,580.00	4,000.00
142 · General Liability Reimb - RSC	9,772.00	13,694.00	13,544.00
Total 140 · Insurance Income	<u>12,397.00</u>	<u>18,274.00</u>	<u>17,544.00</u>
150 · Interest	2,116.15	214.16	100.00
160 · Inventory Adjustment			-
170 · Area Phonelines (Reimbursement)	9,671.73	7,689.50	7,500.00
180 · Miscellaneous Income			
181 · Donations	164.13	91.57	-
183 · Rebates	31.83		-
Total 180 · Miscellaneous Income	<u>195.96</u>	<u>91.57</u>	<u>-</u>
190 · NCRSC			
192 · RSC Supplemental Income (mthly)	12,000.00	4,000.00	-
193 · Rep Hotel Room Reimbursement	232.22	530.00	-
Total 190 · NCRSC	<u>12,232.22</u>	<u>4,530.00</u>	<u>-</u>
200 · NCCNA			
204 · Sales of Previous NCCNA Mdse	1,039.42	3,906.92	2,000.00
201 · NCCNA Sales Tax Received	7,683.00	6,942.96	7,000.00
202 · NCCNA Convention Income	98,878.43	83,064.24	-
203 · BOD Room Reimbursement	3,291.10		2,600.00
Total 200 · NCCNA	110,891.95	93,914.12	11,600.00
<b>Total Income</b>	<b><u>886,311.82</u></b>	<b><u>962,189.04</u></b>	<b><u>945,494.00</u></b>
Cost of Goods Sold			
5000 · Cost of Goods Sold	573,527.82	632,083.88	685,000.00
Total COGS	<u>573,527.82</u>	<u>632,083.88</u>	<u>685,000.00</u>
<b>Gross Profit</b>	<b><u>312,784.00</u></b>	<b><u>330,105.16</u></b>	<b><u>260,494.00</u></b>
Expense			
300 · Bank Expenses			
301 · Bank Service Charges	2,662.76	5,097.49	5,500.00
301.1 - Bank Service Charges			

301.2 - Credit Card Charges			
301.3 - Online Credit Card Charges			
302 · BankCard Annual Fee	25.00	-	75.00
303 · BankCard Finance Charge	3.53		-
304 · BankCard Late Fees	28.23		-
Total 300 · Bank Expenses	<u>2,719.52</u>	<u>5,097.49</u>	<u>5,575.00</u>
310 · Accounting Services	6,782.50	6,264.00	1,200.00
320 · Area Phonelines	9,679.05	7,225.07	7,500.00
330 · Convention Expense			
331 · Hotel Room-RSC Rep	304.22	-	-
332 · Raffle Item	130.00	-	150.00
334 · NCCNA Merchandise Sales Tax	7,682.68	6,943.00	7,000.00
335 · Post Closing Convention Expense		434.54	500.00
Total 330 · Convention Expense	<u>8,116.90</u>	<u>7,377.54</u>	<u>7,650.00</u>
340 · Directors Expense			
341 · Mileage	4,766.83	4,268.09	5,000.00
342 · Parking	275.00	59.53	100.00
343 · Rooms (Convention)	3,724.67	-	5,200.00
344 · Travel	2,536.21	24.00	100.00
345 · Supplies	39.80	1,724.16	100.00
Total 340 · Directors Expense	<u>11,342.51</u>	<u>6,075.78</u>	<u>10,500.00</u>
350 · Employment Expenses			
351 · Health Insurance	10,353.00	13,370.00	15,500.00
352 · Payroll Services	13,969.07	1,472.00	1,500.00
353 · Salary	67,044.10	68,052.86	77,000.00
354 · Taxes	6,422.20	6,359.34	7,200.00
355 · Travel	620.54	150.91	800.00
356 · Continuing Education	-	-	650.00
357 – Meals	-	292.95	600.00
Total 350 · Employment Expenses	<u>98,408.91</u>	<u>89,698.06</u>	<u>103,250.00</u>

360 · Insurance			
361 · Executive Risk	1,012.00	1,528.00	1,600.00
362 · General Liability	14,345.00	10,123.00	13,244.00
363 · Cost of Riders	186.00	300.00	300.00
364 · Workers Compensation	1,785.00	2,241.00	2,500.00
Total 360 · Insurance	<u>17,328.00</u>	<u>14,192.00</u>	<u>17,644.00</u>
370 · Handling Costs			
371 · Incoming Freight	9,722.01	11,106.02	13,000.00
372 · Outgoing Freight	23,702.13	28,173.76	28,000.00
373 · Packaging Supplies	1,379.83	2,631.76	3,000.00
Total 370 · Handling Costs	<u>34,803.97</u>	<u>41,911.54</u>	<u>44,000.00</u>
380 · Inventory Adjustment Expense	(614.79)	(1,301.42)	-
400 · Office Expenses			
401 · Security	484.20	622.20	500.00
402 · Maintenance and Repairs	387.38	1,083.30	750.00
403 · Janitorial	1,690.00	1,970.00	1,700.00
404 · Computer Expense	3,034.59	1,884.93	2,000.00
406 · Equipment Purchases	4,861.52	-	1,200.00
407 · Equipment Repairs	-	74.92	500.00
408 · Garbage	1,126.06	1,182.97	1,200.00
409 · Gas & Electric	5,027.41	6,155.18	5,500.00
410 · Office Supplies	3,886.38	2,400.57	2,500.00
412 · Printing and Reproduction		177.17	100.00
413 · Telephone	2,560.62	1,390.80	1,500.00
414 · Rent	23,780.01	24,362.98	25,000.00
415 · Pest Control	630.00	570.00	570.00
417 · Postage	864.27	812.81	850.00

418 · Licenses and Permits	105.97	20.00	125.00
Total 400 · Office Expenses	<u>48,438.41</u>	<u>42,707.83</u>	<u>43,995.00</u>
450 · Copy Machine Costs			
451 · Copy Machine Rental	2,628.33	3,087.86	3,300.00
452 · Copy Paper	505.66	469.26	500.00
453 · Ink Supplies	61.98	289.50	250.00
454 · Copy Machine Maintenance	1,318.11	1,289.80	1,200.00
Total 450 · Copy Machine Costs	<u>4,514.08</u>	<u>5,136.42</u>	<u>5,250.00</u>
460 · RSC Donation	<u>98,646.23</u>	<u>83,064.24</u>	<u>-</u>
470 · Web Site			
471 · Website Hosting	233.35	1,487.12	650.00
472 · Website Development	389.52	6,490.00	500.00
473 · Website Maintenance	2,166.00	190.00	500.00
Total 470 · Web Site	<u>2,788.87</u>	<u>8,167.12</u>	<u>1,650.00</u>
500 · Sales Tax Expense	405.85	12.08	825.00
520 · Advertising	-	-	700.00
<b>Total Expense</b>	<b><u>343,360.01</u></b>	<b><u>315,627.75</u></b>	<b><u>249,739.00</u></b>
<b>Net Ordinary Income</b>	<b><u>(30,576.01)</u></b>	<b><u>14,477.41</u></b>	<b><u>10,755.00</u></b>
Other Income/Expense			
Other Income			
998 · Reimbursed Expenses			
998.1 · NCCNA Website Maintenance	735.00		-
998.2 · NCCNA Equipment Purchases	1,502.38	1,605.50	-
998.3 · NCCNA Travel Expenses	172.86		-
998.4 · NCRSC Equipment Purchases			-
998.5 · NCRSC Travel Expenses			-
Total 998 · Reimbursed Expenses	2,410.24	1,605.50	-
Total Other Income	<u>2,410.24</u>	<u>1,605.50</u>	<u>-</u>
Other Expense			
999 · Reimbursable Expense			
999.1 · NCCNA Website Maintenance			-

	735.00		
999.2 - NCCNA Equipment Purchases	1,502.38	361.41	-
999.3 - NCCNA Travel Expenses	172.86		-
999.4 - NCRSC Equipment Purchases			-
999.5 - NCRSC Travel Expenses			-
Total 999 - Reimbursable Expense	<u>2,410.24</u>	<u>361.41</u>	<u>-</u>
Total Other Expense	2,410.24	361.41	-
Net Other Income	<u>-</u>	<u>1,244.09</u>	<u>-</u>
<b>Net Income</b>	<b><u>(30,576.01)</u></b>	<b><u>15,721.50</u></b>	<b><u>10,755.00</u></b>



## NCRSO INC. COMBINED BALANCE SHEET

ASSETS	6/30/2008	6/30/2009
<b>Current Assets</b>		
NCRSO General Checking Account – Bank of the West	\$ 33,649.49	\$ 27,538.19
NCRSO Payroll Account – Bank of the West	\$ (11.00)	\$ -1,169.96
NCRSO CD – Bank of the West	\$ 11,945.88	\$ 12,117.10
NCRSO Office Checking Account – Bank of the West	\$ 493.00	\$ 245.35
NCRSO Office Operations – Petty Cash	\$ 282.80	\$ 285.80
NCRSC Checking Account 8599 – Wells Fargo	\$ 5,033.95	\$ 2,243.35
NCRSC Checking Account 5256 - Wells Fargo	\$ 7,866.98	\$ 24,333.68
NCCNA Convention Account – Bank of the West	\$ 14,290.82	\$ 12,265.70
NCCNA Convention Account #2 – Bank of the West	\$ 5,525.57	\$ 3,727.66
NCCNA Money Market Account – Bank of the West	\$ 102,273.33	\$ 30,640.06
<b>Total Checking/CDs/Money Market Accounts</b>	\$ 203,624.98	\$ 112,226.93
<b>Other Current Assets</b>		
Accounts Receivable	\$ 20,577.12	\$ 29,992.38
Future NCCNA Deposits	\$ 0.00	\$ 7,645.00
NCRSO Inventory	\$ 91,102.57	\$ 94,315.94
Undeposited Funds	\$ 10,323.00	\$ 5,348.68
<b>Total Other Current Assets</b>	\$ 122,002.69	\$ 137,302.00
<b>Total Current Assets</b>	\$ 325,627.67	\$ 249,528.93
<b>Fixed Assets</b>		
Furniture and Equipment	\$ 40,394.00	\$ 24,130.00
Accumulated Depreciation	\$ (36,210.00)	\$ (7,563.00)
<b>Total Fixed Assets</b>	\$ 4,184.00	\$ 16,567.00
<b>TOTAL ASSETS</b>	\$ 329,811.67	\$ 266,095.93
<b>LIABILITIES AND EQUITY</b>		
<b>LIABILITIES</b>		
Federal Payroll Tax Payable	\$ 1,511.40	\$ 0
State Payroll Tax Payable	\$ 610.11	\$ 0
Sales Tax Payable	\$ 1,267.40	\$ 1,503.29
Accounts Payable	\$ 46,621.42	\$ 36,438.18
<b>TOTAL LIABILITIES</b>	\$ 50,010.33	\$ 37,941.47
<b>EQUITY</b>		
Opening Balance Equity	\$ 217,018.75	\$ 180,978.56
Retained Earnings	\$ -	\$ 8,575.88
Capital	\$ 95,336.71	\$ -12,281.92
Net Income	\$ (32,554.12)	\$ 50,881.94
<b>TOTAL EQUITY</b>	\$ 279,801.34	\$ 228,154.46
<b>TOTAL LIABILITIES AND EQUITY</b>	\$ 329,811.67	\$ 266,095.93

## INSURANCE POLICIES AND CLAIMS - 2008-2009

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

No insurance claims were paid-out in the 2008-2009 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 in 2008 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 XXXII CHAIR



NCCNA had an extremely successful event in April 2009 at NCCNA 31 in San Jose from a recovery celebration vantage point, but yet a financial disappointment from the standpoint of passing funds to carry the message to the still suffering addicts through regional and world services.

In assessing what was different this year than in the past couple of years it has been determined we were approximately \$60K less, in total, made up of three areas: registrations (\$25K), merchandise items for sale (\$15K less in sales), and convention center increased costs (\$20K). We had net proceeds of \$17,723.79, which did not bring us to the operating reserve that increased from \$55K to \$75K. When looked at from this view, one could see \$77K total which is a number we are more accustomed to.

In April, we held our closing meeting for our 2008 event followed by our opening meeting for NCCNA 32. 21 members were seated out of 24 seats, 17 of which had prior NCCNA experience. We elected administrative members, made the appointments necessary to ensure all functions were covered and went to work. The NCCNA committee meets on the 3<sup>rd</sup> Saturday of every month and has been lasting an average of 6 to 8 hours this cycle. Our subcommittees also meet monthly, and workgroups meet in addition to that. All the volunteers it takes to pull off the largest annual convention of NA make a major contribution to the success of the convention.

We are doing everything in our power to increase registrations this year knowing this convention not only needs to be self supporting and successful but also to have excess funds to pass on to regional and world services, if at all possible. We were approximately 800 down in registrations than the previous year; however, the number of hotel rooms used did not reflect there were less people at the convention. We will be requiring registration badges at all non-ticketed events this year. This will not include meetings, but we may be allowing registered members to enter the merchandise room and main speaker meeting rooms first as is done at the World convention. The WCNA has a much smaller gap between registered members and members in attendance. This may make our convention smaller in Saturday night attendance, but it will bring us closer to the concept of right sizing the venue to the registered attendance, more closely demonstrating the meaning of self support and may allow us to move toward the registration fee being closer to what the convention actually costs for one individuals attendance, the purist form of self support.

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.

Lori Johnson

NCCNA XXXI BUDGET TO ACTUAL**“Within Our Reach”****April 9 -12, 2009****San Jose, CA**

	<b>Category</b>	<b>Budget</b>	<b>Actual</b>
<b>Income</b>			
	Pre-Registration	\$ 12,000.00	\$ 7,750.00
	Online Pre-Registration	\$ 28,000.00	\$ 27,525.00
	Registration (Onsite)	\$ 66,000.00	\$ 63,080.00
	Merchandise (Includes Pre-Reg Merch)	\$ 96,000.00	\$ 82,002.05
	Entertainment	\$ 60,000.00	\$ 45,986.88
	Other	\$ 49,475.00	\$ 39,140.73
	<b>Total</b>	<b>\$ 301,475.00</b>	<b>\$265,484.66</b>
<b>Expense</b>			
	Arts & Graphics	\$ 24,850.00	\$ 16,338.26
	Entertainment	\$ 49,800.00	\$ 45,554.81
	Executive	\$ 71,900.00	\$ 53,828.85
	Host	\$ 36,100.00	\$ 36,860.71
	Merchandise (Includes Pre-Reg Merch)	\$ 87,100.00	\$ 77,388.00
	Program	\$ 16,490.00	\$ 12,984.93
	Registration	\$ 6,550.00	\$ 4,805.91
	<b>Total</b>	<b>\$292,790.00</b>	<b>\$247,760.87</b>
<b>Profit/Loss</b>			
	Total Income	\$301,475.00	\$265,484.66
	Total Expenses	\$292,790.00	\$247,760.87
	Adjustment		
	<b>Net</b>	<b>\$ 8,685</b>	<b>\$ 17,723.79</b>

## NCCNA XXXII BUDGET

April 1-4, 2010

*12 Steps Many Miracles*

San Jose, CA

	<b>Category</b>	<b>Budget</b>
<b>Income</b>		
	Pre-Registration	\$ 7,500.00
	Online Pre-Registration	\$ 28,000.00
	Registration (Onsite)	\$ 63,000.00
	Merchandise(Includes Pre-Reg Merch)	\$ 78,500.00
	Entertainment	\$ 68,500.00
	Other	\$ 38,100.00
	<b>Total</b>	<b>\$283,600.00</b>
<b>Expense</b>		
	Arts & Graphics	\$ 22,825.00
	Entertainment	\$ 56,600.00
	Executive	\$ 69,150.00
	Host	\$ 24,150.00
	Merchandise	\$ 79,350.00
	Program	\$ 17,080.00
	Registration	\$ 6,750.00
	<b>Total</b>	<b>\$275,905.00</b>
<b>Profit/Loss</b>		
	Total Income	\$283,600.00
	Total Expenses	\$275,905.00
	<b>Net</b>	<b>\$ 7,695.00</b>

## 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 we saw several service positions at the RSC go unfilled. Finding qualified members to be of service continues to be a challenge.

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. The "new" things that have been implemented are: H&I and PR Coordinator model, NA 101, Regional Resource Pool, Regional Nominations Panel, Small Group discussions, Bi-monthly RSC, RSC Action Plan, Travel Request Forms, and Project Proposal Forms.

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 2008-2009  
AREA/GROUP/REGIONAL DONATIONS

<b>Northern California Area Donations</b>	
American River	\$9,006.72
Contra Costa	\$8,838.28
East Bay Central	\$5,200.00
East Bay North	\$600.00
Greater San Jose	\$6,174.86
Humboldt/Del Norte	\$120.00
Lake	\$675.00
Marin	\$1,500.00
Mendocino	\$3,339.75
Mission Peak	\$2,475.00
Monterey	\$3,360.66
Napa Solano	\$6,048.95
916 North	\$185.00
Peninsula	\$1,261.45
River Cities	\$848.11
Sacramento	\$1,762.12
San Francisco	\$1,600.00
Santa Cruz	\$0
Shasta	\$0
Sierra Foothills	\$2,043.38
Sonoma	\$5,708.52
<b>Total Area Donations</b>	<b>\$60,747.80</b>
Fellowship Development Adjustment	\$7,500.00
Group Donations	\$4,578.98
Regional Donations (NCCNA)	\$83,064.24
<b>Total Other Donations</b>	<b>\$95,143.22</b>
<b>Total All Donations</b>	<b>\$155,891.02</b>
<b><i>Donations from NCRSC to NAWS</i></b>	<b><i>\$ 79,928.82</i></b>

## NCRSC BUDGET TO ACTUAL 2008-2009

<u>ACCT #</u>	<u>CATEGORY</u>	<u>08-09 Budget</u>	<u>08-09 Actual</u>
<b>1000</b>	<b>ADMINISTRATIVE COSTS</b>		
1010	Telephone	100.00	0.00
1020	Mailing & Supplies	200.00	269.61
1030	Administrative Service Tools	200.00	405.15
1040	Copies	1800.00	1163.06
1050	Rent	19600.00	17677.50
1060	Travel	10000.00	11442.56
1070	Equipment		4666.11
1080	Traveling RSC Expenses	10000.00	1968.39
	<b>TOTAL ADMINISTRATIVE</b>	<b>\$41,900.00</b>	<b>\$ 37,592.38</b>
<b>2000</b>	<b>ROUTINE FELLOWSHIP SUPPORT</b>		
2010	Institutional Literature Fund	1000.00	710.48
2020	Professional Events	1200.00	400.00
2030	ASC Emergency Fund	200.00	0.00
2040	Assemblies/CAR/NA 101-Rent	1500.00	0.00
2050	Assemblies/CAR/NA 101-Supplies	1000.00	686.59
2060	Assemblies/CAR/NA 101-Reports/Service Tools	500.00	12.24
2070	Assemblies/CAR/NA 101-Refreshments	1000.00	0.00
2080	Regional Insurance Policy	10500.00	13444.00
	<b>TOTAL ROUTINE SUPPORT</b>	<b>\$16,900.00</b>	<b>\$ 15,253.31</b>
<b>3000</b>	<b>Zonal &amp; WSC Travel Activities</b>		
3010	World Service Conference- Up to 2 people	0.00	0.00
3020	Western States Zonal Forum- Up to 2 people	1000.00	1637.67
3030	Host Western States Zonal Forum	0.00	0.00
3040	World -wide Workshop	2000.00	0.00
3050	Western Service Learning Days- Up to 4 people	3000.00	704.90
	<b>TOTAL ZONAL &amp; WSC</b>	<b>\$ 6,000.00</b>	<b>\$ 2,342.57</b>
	<b>Total Fixed Expense</b>	<b>\$64,800.00</b>	<b>\$ 55,188.26</b>
9000	NAWS Donation		\$ 79,928.82
	<b>Total Income</b>		<b>\$155,891.02</b>
	<b>Total Expense</b>		<b>\$138,479.37</b>



<u>ACCT #</u>	<u>CATEGORY</u>	<u>08-09 Budget</u>	<u>08-09 Actual</u>
	<b>DISCRETIONARY EXPENSES</b>		
	Funds Withheld For Discretionary Spending (=20% of monthly Spending)		
<b>5000</b>	<b>NCRSC FELLOWSHIP DEVELOPMENT</b>		
<b>5010</b>	FD Travel		\$998.21
<b>5020</b>	FD Copies & Supplies		\$17.18
<b>5030</b>	FD Service Tools		\$29.74
	<b>TOTAL</b>	<b>0.00</b>	<b>\$ 1,045.13</b>
<b>6000</b>	<b>NCRSC PROJECT WORKGROUPS</b>		
<b>6010</b>	<b>Fellowship Services Team</b>	<b>1500.00</b>	<b>992.36</b>
<b>6010.1</b>	F.S.T. Travel		882.04
<b>6010.2</b>	F.S.T. Copies & Supplies		110.32
<b>6010.3</b>	F.S.T. Rent		0.00
<b>6020</b>	<b>Regional Nominations Pool</b>		
<b>6020.1</b>	Travel		0.00
<b>6020.2</b>	Copies & Supplies		0.00
<b>6020.3</b>	Rent		0.00
<b>6030</b>	<b>NA 101</b>	<b>1620.00</b>	<b>1324.80</b>
<b>6030.1</b>	NA 101 Travel		212.80
<b>6030.2</b>	NA 101 Copies & Supplies		1112.00
<b>6030.3</b>	NA 101 Rent		0.00
<b>6040</b>	<b>Fire Camp Workgroup</b>	<b>3200.00</b>	<b>0.00</b>
<b>6040.1</b>	Travel		0.00
<b>6040.2</b>	Copies & Supplies		0.00
<b>6040.3</b>	Rent		0.00
	<b>TOTAL PROJECT WORKGROUPS</b>	<b>\$6,320.00</b>	<b>\$ 2,317.16</b>

## 2009-2010 Approved NCRSC Budget

<u>ACCT #</u>	<u>CATEGORY</u>	<u>AMOUNT</u>
<b>1000</b>	<b>ADMINISTRATIVE COSTS</b>	
<b>1010</b>	Telephone	\$ 300.00
<b>1020</b>	Mailing & Supplies	\$ 300.00
<b>1030</b>	Administrative Service Tools	\$ 200.00
<b>1040</b>	Copies	\$ 1,500.00
<b>1050</b>	Rent	\$ 19,600.00
<b>1060</b>	Travel	\$ 10,000.00
1060.1	Admin Mileage	
1060.2	Admin Hotel	
1060.3	RCM Mileage	
1060.4	RCM Hotel	
1060.5	H&I Mileage	
1060.6	H&I Hotel	
1060.7	PR Mileage	
1060.8	PR Hotel	
<b>1070</b>	Equipment	\$ 300.00
<b>1080</b>	Traveling RSC Expenses	
	<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 32,200.00</b>
<b>2000</b>	<b>ROUTINE FELLOWSHIP SUPPORT</b>	
<b>2010</b>	Institutional Literature Fund	\$ 1,000.00
<b>2020</b>	Professional Events	\$ 600.00
<b>2030</b>	ASC Emergency Fund	\$ 200.00
<b>2040</b>	Assemblies/CAR/NA 101-Rent	\$ 1,000.00
<b>2050</b>	Assemblies/CAR/NA 101-Supplies	\$ 800.00
<b>2060</b>	Assemblies/CAR/NA 101-Reports/Service Tools	\$ 1,200.00
<b>2070</b>	Assemblies/CAR/NA 101-Refreshments	\$ 1,000.00
<b>2080</b>	Regional Insurance Policy	\$ 14,000.00
	<b>TOTAL ROUTINE SUPPORT</b>	<b>\$ 19,800.00</b>

<b>3000</b>	<b>Zonal &amp; WSC Travel Activities</b>	
<b>3010</b>	World Service Conference- Up to 2 people	\$ 2,200.00
<b>3020</b>	Western States Zonal Forum- Up to 2 people	\$ 1,200.00
<b>3030</b>	Host Western States Zonal Forum	\$ -
<b>3040</b>	World -wide Workshop	\$ -
<b>3050</b>	Western Service Learning Days- Up to 4 people	\$ 2,000.00
	<b>TOTAL ZONAL &amp; WSC</b>	\$ 5,400.00
	<b>Total Expenses</b>	\$ 57,400.00
<b>9000</b>	NAWS Donation	
	Estimated Income	\$ 65,366.60
	Expenses	
	Monthly Operating Reserve	\$ 4,783.00
	Monthly Prudent Reserve	\$ 4,783.00
	Monthly Pre-Paid Expense Withholding By Motion	\$ 1,617.00
	<b>Payments To Pre-Paid Expense Account</b>	
	<b>Transfers From Pre-Paid Expense Account</b>	
	<b>DISCRETIONARY EXPENSES</b>	
	Funds Witheld For Discretionary Spending (20% monthly Spending)	
<b>5000</b>	<b>NCRSC FELLOWSHIP DEVELOPMENT</b>	
<b>5010</b>	FD Travel	
<b>5020</b>	FD Copies & Supplies	
<b>5030</b>	FD Service Tools	
	<b>TOTAL</b>	
<b>6000</b>	<b>NCRSC PROJECT WORKGROUPS</b>	
<b>6010</b>	<b>Fellowship Services Team</b>	
<b>6010.1</b>	F.S.T. Mileage	
<b>6010.2</b>	F.S.T. Hotel	
<b>6010.3</b>	F.S.T. Copies & Supplies	
<b>6010.4</b>	F.S.T. Rent	
<b>6020</b>	<b>Regional Nominations Panel</b>	
<b>6020.1</b>	R.N.P. Mileage	

6020.2	R.N.P. Hotel	
6020.3	Copies & Supplies	
6020.4	Rent	
6030	<b>NA 101</b>	
6030.1	NA 101 Travel	
6030.2	NA 101Hotel	
6030.3	NA 101 Copies & Supplies	
6030.4	NA 101 Rent	
6040	<b>Fire Camp Workgroup</b>	
6040.1	Travel	
6040.2	Hotel	
6040.3	Copies & Supplies	
6040.4	Rent	
	<b>TOTAL PROJECT WORKGROUPS</b>	
	<b>PRE-PAID EXPENSES</b>	
1080	Traveling RSC	\$ -
3010	World Service Conference	\$ 2,200.00
3020	Western States Zonal Forum	\$ 1,200.00
2080	Insurance	\$ 14,000.00
3050	Western Service Learning Day	\$ 2,000.00
	<b>TOTAL PRE-PAID EXPENSES</b>	\$ 19,400.00
	Monthly Pre-Paid Expense Deposit	\$ 1,617.00