

Northern California Region of Narcotics Anonymous

Regional Service Office  
Board of Directors



Annual Report

2011 - 2012



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## 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 2011-2012 fiscal year and the plans for the 2012-2013 fiscal year. This report includes reports and financial information from the NCRSO, NCCNA, and the NCRSC.

Activity during 2011-2012 at the Office:

### *I. Financial*

- A. Expense was less than income by \$18,988.00. At the end of the fiscal year, the RSO had \$12,204.06
- B. The <90 day delinquent account balances increased to (\$3,662.34) over the course of the year.
- C. 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 2011/2012 fiscal year experienced an increase with literature sales. During the year total literature sales were \$358,909.87. Total sales of gift items was \$115,357.28
- B. NCRSO sales at NCCNA were successful again this past year. We sold \$6,110.41 worth of literature and gifts during the four days onsite in San Jose.

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

- A. Proposed to the RSC increasing the size of the Board by three Member at Large seats. It is the hope of the Board that these members provide additional support for some of the more demanding director positions and allow us the opportunity to focus attention on some special projects moving forward.
- B. Trained a local member of the fellowship to provide support in the event of illness or vacation taken by one of our Special Workers.

LETTER FROM BOARD PRESIDENT  
Fiscal Year2011- 2012

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 has increased and decreased with seated Board members from 4 to 9 seats being filled. It is apparent the Board is able to accomplish more and be proactive in reducing cost and generating revenue when we have more members seated.

This year has had it challenges. Our office manager was on a LOA and later resigned. Our warehouse worker took on extra responsibilities in data entry and training temp staff. This was a learning experience for many. I quickly discovered the importance of QuickBooks. During the last four months of FY 2011-2012 several of our trusted servants and temporary employees tried to assist with the data entry. Unfortunately this created some additional problem. In addition our temporary employee went on LOA and our veteran warehouse worker moved into reduced hours. We sought help from our fellowship seeking persons with a background with QB. These dedicated members spent numerous hours researching the details of how information was entered in QB. Through all this, the office continued to provide service to the fellowship.

On a personal note, I am honored and humbled to have served as a Board member for the NCRSO. This is one of the best and maybe most challenging service commitments I've had. This is a humbling commitment. I am presented with opportunities and challenges. This commitment has allowed me to make mistakes, and stay teachable, feel inadequate and successful. It allowed me to take risk and make mistakes without ridicule. This is an eye opening experience of a business world. Grateful to be a part of the organization

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 10 a.m. 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 fellowship. These positions offer very little recognition for the hard work, but offer a magnitude of rewards through selfless service, given freely by the members that give of their time to serve on the Board.

The Board's objectives and purpose are 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 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 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.

Thank you for allowing me to be of service,

Anita Freeman aka.Snoopy  
 Board President  
 NCRSO, Inc  
 2012

Interested in learning more?  
 Email: [rsopres@norcalna.org](mailto:rsopres@norcalna.org)

***NCRSO Board of Directors***

The Northern California Regional Service Office Board of Directors has one, 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 of Directors, 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).

2012 NCRSO BOARD OF DIRECTORS

**Anita (Snoopy) Freeman**

*President*

One-Year Pool Seat

Term Expires 2013

**Vacant**

*Vice President*

Two-Year Pool Seat

Term Expires 2014

**Sarah Rankin**

*Treasurer*

Two-Year Pool Seat

Term Expires 2013

**Open Position**

*Asst. Treasurer*

**Becky Goldberg**

*Secretary*

Two-Year Pool Seat

Term Expires 2014

**Barbara Miller**

*Insurance / Contract Negotiator*

Two-Year Pool Seat

Term Expires 2015

**Rosie Altamirano**

*Acting Vice President*

Two-Year Pool Seat

Term Expires 2013

**Toni Nestore**

*Sales / Inventory*

Two-Year Pool Seat

Term Expires 2014

**Karen Roberds**

*Office Operations / Personnel*

Two-Year Pool Seat

Term Expires 2013

**Open Position**

*Daniel Milhoan*

Two-Year Pool Seat

Term Expires 2015

**Open Position**

*Aron Thompson*

Two-Year Pool Seat

Term Expires 2015

**Open Position**

*Member at Large*

LITERATURE SALES POLICIES

Sales Amount Range	<b>Discount Structure</b>	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	\$8.00
\$ 25.01 - \$ 70.00	\$10.00
\$ 70.01 - \$150.00	14%
\$ 150.01 - \$500.00	11%
\$ 500.01 +	9%

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

Sales Amount Range	Charges
\$ 0.00 - \$ 25.00	\$10.00
\$ 25.01 - \$ 70.00	\$11.00
\$ 70.01 - \$150.00	15%
\$ 150.01 - \$500.00	12%
\$ 500.01 +	10%

**Will Call & Handling Fee**

Orders to \$150.00	7%
\$150.01 - \$500.0	6%
\$500.01 & over	5%

## **Literature Return Policy**

1. If an order is placed online using a credit card and then canceled prior to shipment, the total order cost will be refunded, minus a \$6.00 service fee or 10% of the order, whichever is greater?
2. Items mistakenly ordered or unwanted are accepted for return within two weeks (14 days) after shipping. These return items must be undamaged. The refund will be at the purchase price, less any discount received on the initial order. This does not include shipping and handling or return shipping.
3. Any confirmed errors on the part of the Regional Service Office will be readily exchanged or accepted for return within two weeks (14 days) after shipping. Return shipping to be paid by the RSO.
4. Any request for returns more than two weeks (14 days) after shipping must be approved by the Sales Director prior to processing the return. These return items must be undamaged. The refund will be at the purchase price, less any discount received on the initial order. This does not include shipping and handling or return shipping. There will also be a minimum restocking charge of \$6.00 or 10% of the order, whichever is greater.
5. The RSO will not accept returns on discontinued, opened or damaged items. Only items in resalable condition will be accepted. No refunds will be paid until items are received and condition has been verified.
6. Check your ship to address carefully. The fee to re-route or intercept packages that have left our warehouse but have not been delivered is \$35.00. Packages delivered to an address incorrectly provided by the purchaser are completely out of our control.

## **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 nonpayment 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.

## **Insurance Policies and Claims – 2011-2012**

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

1. General Liability/Umbrella 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

### Insurance Policy Challenges and Changes:

There continues to be an increase of requests for insurance with additional request for the facilities to be named on the certificate. The amount of time required by the office manager to process these requests has increased as well. 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 \$25.00. (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 \$25.00 “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.

For insurance forms and documents please visit  
[http://www.norcalna.org/insurance\\_policy.php](http://www.norcalna.org/insurance_policy.php).

For RSO BOD bylaws, reports, and other policies please visit  
[http://www.norcalna.org/regional\\_forms-docs-reports.php](http://www.norcalna.org/regional_forms-docs-reports.php)

NCRSO BOARD OF DIRECTORS BUSINESS PLAN  
 Fiscal Year: 2011-2012

Adoption of this plan by the NCRSO Board clearly establishes the desire of the Board to meet the following goals. We continue to adhere to the goals that had been set previously

*Goal #1 – Streamline order processing*

- a) Evaluate order processing end to end
  - i) Online orders
  - ii) Phone orders
  - iii) Walk-ins
- b) Propose refinements and improvements to BOD
- c) Establish implementation timeline for improvements

*Goal #2 – Increase sales by 10% over previous year*

- a) Continue with stimulation of sales efforts
- b) Develop RSO email list for marketing (mail chip)
- c) Partner with external vendors to develop NCCNA archives as a revenue stream

*Goal #3 – Improve Directors knowledge base and documentation*

- a) Develop BOD Timeline by Director Position
- b) Cross training directors on use of internal tools (Airset, sales process, booth sales)

Assist list

Part II Depreciation and Election of Additional First Year Expense Deduction Under R&C Section 2435b									
14	(a) Description of property	(b) Date acquired	(c) Cost or other basis	(d) Depreciation allowed or allowable in earlier years	(e) Deprecia- tion method	(f) Life or rate	(g) Depreciation for this year	(h) Additional first year depreciation	
	TABLES FOR WAREH	7/12/03	815.	815.	S/L	5			
	DELL COMPUTER	7/24/03	3,901.	3,901.	S/L	5			
	DISPLAY CABINETS	12/15/97	793.	793.	S/L	7			
	DESKS	5/01/02	844.	844.	S/L	5			
	PRINTER	10/04/03	190.	190.	S/L	5			
15	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h).						15	3,373.	

## NCRSO Budget to Actuals FY2011 & FY2012

Approved: December \_\_, 2012

### **N.C.R.S.O., Inc. Profit & Loss Budget vs. Actual**

July 2011 through June 2012

**11/02/2012  
Accrual  
Basis**

	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
110 · Sales	651,348.97	704,412.80	-53,063.83	92.47%
120 · Equipment Rentals	275.00	275.00	0.00	100.0%
130 · Facility Rent	27,500.00	28,000.00	-500.00	98.21%
140 · Insurance Income	20,273.00	20,500.00	-227.00	98.89%
150 · Interest	18.70	25.00	-6.30	74.8%
160 · Inventory Adjustment	0.00	5,000.00	-5,000.00	0.0%
170 · Area Phonelines (Reimbursement)	3,647.58			
180 · Miscellaneous Income	3,128.32			
200 · NCCNA	<u>5,777.63</u>	<u>8,600.00</u>	<u>-2,822.37</u>	<u>67.18%</u>
<b>Total Income</b>	<b>711,969.20</b>	<b>766,812.80</b>	<b>-54,843.60</b>	<b>92.85%</b>
<b>Cost of Goods Sold</b>				
5000 · Cost of Goods Sold	<u>485,315.73</u>	<u>549,441.98</u>	<u>-64,126.25</u>	<u>88.33%</u>
<b>Total COGS</b>	<b>485,315.73</b>	<b>549,441.98</b>	<b>-64,126.25</b>	<b>88.33%</b>
<b>Gross Profit</b>	<b>226,653.47</b>	<b>217,370.82</b>	<b>9,282.65</b>	<b>104.27%</b>
<b>Expense</b>				
300 · Bank Expenses	9,694.18	6,075.00	3,619.18	159.58%
310 · Accounting Services	1,289.84	1,400.00	-110.16	92.13%
320 · Area Phonelines	2,835.99	5,000.00	-2,164.01	56.72%
330 · Convention Expense	2,094.53	5,275.00	-3,180.47	39.71%
340 · Directors Expense	12,542.27	16,425.00	-3,882.73	76.36%
350 · Employment Expenses	88,506.97	93,200.00	-4,693.03	94.97%
360 · Insurance	14,263.25	17,400.00	-3,136.75	81.97%
370 · Handling Costs	30,113.49	34,868.43	-4,754.94	86.36%
380 · Inventory Adjustment Expense	-878.07			
400 · Office Expenses	42,453.79	39,600.00	2,853.79	107.21%
450 · Copy Machine Costs	4,752.44	4,960.00	-207.56	95.82%
460 · RSC Donation	-15.00			
470 · Web Site	623.75	850.00	-226.25	73.38%
500 · Sales Tax Expense	-111.23			
520 · Advertising	0.00	500.00	-500.00	0.0%

66900 · Reconciliation Discrepancies	<u>-0.80</u>			
Total Expense	<u>208,165.40</u>	<u>225,553.43</u>	<u>-17,388.03</u>	<u>92.29%</u>
Net Ordinary Income	18,488.07	-8,182.61	26,670.68	-225.94%
Other Income/Expense				
Other Income				
998 · NCCNA Reimbursed Expenses	<u>208.27</u>			
Total Other Income	208.27			
Other Expense				
Miscellaneous	66.73			
997 · NCRSC Reimbursable Expense	-459.42			
999 · NCCNA Reimbursable Expense	<u>101.00</u>			
Total Other Expense	<u>-291.69</u>			
Net Other Income	<u>499.96</u>			
Net Income	<u>18,988.03</u>	<u>-8,182.61</u>	<u>27,170.64</u>	<u>-232.05%</u>

**NCRSO Budget 2013**

	<u>Jul '12 - Jun 13</u> <u>APPROVED</u>
Ordinary Income/Expense	
Income	
110 · Sales	
112 · Gift Income	
112.1 · Gift Sales at RSO	100,000.00
112.3 · Gift Sales at NCCNA	3,750.00
112.4 · Sales of Previous NCCNA Mdse	
112 · Gift Income - Other	
Total 112 · Gift Income	125,000.00
113 · Freight	
113.1 · Shipping and Handling	37,000.00
113.2 · Will Call Handling	5,000.00
Total 113 · Freight	42,000.00
114 · Literature	

114.1 · Literature Sales at RSO	365,000.00
114.3 - Literature Sales at NCCNA	13,250.00
114 · Literature - Other	
<b>Total 114 · Literature</b>	<b>378,250.00</b>
115 · PO Discounts	138,000.00
110 · Sales - Other	
<b>Total 110 · Sales</b>	<b>683,250.00</b>
120 · Equipment Rentals	
121 · Cash Register Rental	200.00
121.1 · Cash Register Deposit	
122 · Easel Rental	
123 · Safe Rental	50.00
123.1 · Safe Rental Deposit	
124 · Bill Counter Rental	25.00
124.1 · Bill Counter Deposit	
<b>Total 120 · Equipment Rentals</b>	<b>275.00</b>
130 · Facility Rent	28,800.00
140 · Insurance Income	
141 · Insurance Certificate	7,000.00
142 · General Liability Reimb - RSC	15,000.00
<b>Total 140 · Insurance Income</b>	<b>22,000.00</b>
150 · Interest	20.00
160 · Inventory Adjustment	
170 · Area Phonelines (Reimbursement)	2,400.00
180 · Miscellaneous Income	
181 · Donations	500.00
183 · Rebates	
185 · Bad Check Payment	100.00
186 · Bad Check Bank Charge Payment	
180 · Miscellaneous Income - Other	
<b>Total 180 · Miscellaneous Income</b>	<b>600.00</b>
190 · NCRSC	
191 · RSC 1-time supplemental income	8,000.00
<b>Total 190 · NCRSC</b>	<b>8,000.00</b>
200 · NCCNA	
201 · NCCNA Sales Tax Received	6,035.00
203 · BOD Room Reimbursement	3,050.00
<b>Total 200 · NCCNA</b>	<b>9,085.00</b>
<b>Total Income</b>	<b>754,430.00</b>
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	510,000.00
<b>Total COGS</b>	<b>510,000.00</b>

<b>Gross Profit</b>	244,430.00
<b>Expense</b>	
<b>300 · Bank Expenses</b>	
<b>301 · Bank Service Charges</b>	
301.1 · Banking Fees	1,500.00
301.2 · Credit Card Fees	2,500.00
301.3 · Online Credit Card Fees	2,500.00
<b>301 · Bank Service Charges - Other</b>	
<b>Total 301 · Bank Service Charges</b>	6,500.00
<b>302 · BankCard Annual Fee</b>	0.00
<b>300 · Bank Expenses - Other</b>	
<b>Total 300 · Bank Expenses</b>	6,500.00
<b>310 · Accounting Services</b>	10,000.00
<b>320 · Area Phonedlines</b>	2,400.00
<b>330 · Convention Expense</b>	
331 · Hotel Room-Spcl Workers/RSC Rep	890.00
332 · Raffle Item	150.00
334 · NCCNA Merchandise Sales Tax	6,035.00
335 · Post Closing Convention Expense	200.00
336 · Convention Booth Phone Lines/Electrical	800.00
<b>330 · Convention Expense - Other</b>	
<b>Total 330 · Convention Expense</b>	8,075.00
<b>340 · Directors Expense</b>	
341 · Mileage	7,000.00
342 · Parking	500.00
343 · Rooms (Convention)	6,101.00
344 · Travel	200.00
345 · Supplies	250.00
<b>340 · Directors Expense - Other</b>	
<b>Total 340 · Directors Expense</b>	14,051.00
<b>350 · Employment Expenses</b>	
351 · Health Insurance	7,200.00
352 · Payroll Services (temp service/check cutting)	48,000.00
353 · Salary	35,000.00
354 · Taxes	7,000.00
355 · Travel Reimbursement	200.00
357 · Meals	
<b>Total 350 · Employment Expenses</b>	97,400.00
<b>360 · Insurance</b>	
361 · Executive Risk	1,400.00
362 · General Liability	11,000.00
363 · Cost of Riders	3,800.00

364 · Workers Compensation	2,700.00
<b>Total 360 · Insurance</b>	<b>18,900.00</b>
<b>370 · Handling Costs</b>	
371 · Incoming Freight	7,000.00
372 · Outgoing Freight	23,000.00
373 · Packaging Supplies	1,400.00
370 · Handling Costs - Other	0.00
<b>Total 370 · Handling Costs</b>	<b>31,400.00</b>
<b>380 · Inventory Adjustment Expense</b>	
<b>400 · Office Expenses</b>	
401 · Security	600.00
402 · Maintenance and Repairs	350.00
403 · Janitorial	
404 · Computer Expense	8,000.00
406 · Equipment Purchases	1,900.00
407 · Equipment Repairs	850.00
408 · Garbage	1,200.00
409 · Gas & Electric	5,500.00
410 · Office Supplies	2,000.00
412 · Printing & Production 07-01-09	
413 · Telephone	1,800.00
414 · Rent	28,000.00
415 · Pest Control	500.00
417 · Postage	300.00
418 · Licenses and Permits	375.00
400 · Office Expenses - Other	
<b>Total 400 · Office Expenses</b>	<b>51,375.00</b>
<b>450 · Copy Machine Costs</b>	
451 · Copy Machine Rental	4,500.00
452 · Copy Paper	1,000.00
453 · Ink Supplies	
454 · Copy Machine Maintenance	300.00
<b>Total 450 · Copy Machine Costs</b>	<b>5,800.00</b>
<b>460 · RSC Donation</b>	
<b>470 · Web Site</b>	
471 · Website Hosting	480.00
472 · Website Development	100.00
473 · Website Maintenance	100.00
<b>Total 470 · Web Site</b>	<b>680.00</b>
<b>500 · Sales Tax Expense</b>	
520 · Advertising	250.00
<b>66900 · Reconciliation Discrepancies</b>	

Total Expense	246,831.00
<b>Net Ordinary Income</b>	<b>-2,401.00</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
998 · NCCNA Reimbursed Expenses	
998.4 · NCCNA Operational Expense	
Total 998 · NCCNA Reimbursed Expenses	
<b>Total Other Income</b>	
<b>Other Expense</b>	
<b>Miscellaneous</b>	
997 · NCRSC Reimbursable Expense	
997.4 · NCRSC Operational Expense	
Total 997 · NCRSC Reimbursable Expense	
999 · NCCNA Reimbursable Expense	
999.4 · NCCNA Operational Expense	
Total 999 · NCCNA Reimbursable Expense	
<b>Total Other Expense</b>	
<b>Net Other Income</b>	
<b>Net Income</b>	<b>-2,401.00</b>



LETTER FROM NCCNA CHAIR

NCCNA FINANCIALS

NCCNA 33

03/08/13 Balance Sheet Standard

Accrual Basis As of June 30, 2011

ASSETS

Current Assets

Checking/Savings

1000 — NCCNA 33 - 8166	\$1,125.74
1001 — NCCNA 34 - 0171	\$3,709.69
1100 — Money Market - 0189	\$100,550.60
Total Checking/Savings	\$105,386.03

Total Current Assets \$105,386.03

OTHER ASSETS

1500 — Future Convention Deposits	\$6,482.15
1502 — Next Convention Prudent Re...	\$1,609.19
Total Other Assets	\$8,091.34
TOTAL ASSETS	\$113,477.37

LIABILITIES & EQUITY

Equity

3000 — Opening Bal Equity	\$105,645.00
3900 — Retained Earnings	\$76,926.38
Net Income	(\$69,094.01)
Total Equity	\$113,477.37
TOTAL LIABILITIES & EQUITY	\$113,477.37

## **LETTER FROM NCRSC CHAIR**

To the Fellowship of the Northern California Region of NA,

Thank you for allowing me this opportunity to serve the Northern California Region.

We, the Regional Service Committee (RSC), have created an Action Plan which entails 8 goals for the 2012-13 year and have various projects we are working on.

Working Groups are created to work on some of the objectives in our goals. A current group is working to develop a plan to provide webhosting for the Areas, while another is working to simplify our guidelines. This year, we are also looking at ways to decrease administrative expenses; and improve the quality of service and communication to our fellowship.

We continue to travel to various Areas, via Travel Requests and Project Proposals, to serve our community. Additionally, our Regional Hospital and Institutions ((H&I) and Public Relations (PR) services are constantly striving to develop, coordinate, and improve outreach efforts.

Our Northern California Convention, NCCNA, continues to evolve and improve. I hope you join us in celebrating our unity at this incredible event in March 2013!

All of our positions are currently filled. I am honored to be a member of Narcotics Anonymous in Northern California.

Always grateful to serve,  
Eva Rea  
NCRSC Chair

NCRSC PROFIT AND LOSS 2010-2012

2010-  
2011      2011-  
2012

**100 · Area Donations**

<b>101 · American River Area</b>	4115.04	1871.56
<b>102 · Contra Costa Area</b>	1085.07	3119.85
<b>103 · East Bay Central Area</b>	1950	1075
<b>104 · East Bay North Area</b>	690	1041
<b>105 · Greater San Jose Area</b>	7375.41	4164.5
<b>106 · Humboldt Del Norte Area</b>	25	50
<b>107 · Lake County Area</b>	975	750
<b>108 · Marin County Area</b>	2120	2090
<b>109 · Medocino County Area</b>	855.65	53.19
<b>110 · Mission Peak Area</b>	4175.89	6263.5
<b>111 · Monterey Area</b>	2634.28	2936.72
<b>112 · Napa/Solano Area</b>	2847.12	126
<b>113 · 916 North Area</b>	450	761.36
<b>114 · Peninsula Area</b>	2315.93	2021.11
<b>115 · River Cities Area</b>	2592.73	1531.01
<b>116 · Sacramento Area</b>	990	839.07
<b>117 · San Francisco Area</b>	275	825
<b>118 · Santa Cruz Area</b>	1000	4249.4
<b>119 · Shasta/Trinity Area</b>	604.61	890.09
<b>120 · Sierra Foothills Area</b>	1537.92	1228.06
<b>121 · Sonoma County Area</b>	3035.04	3958.18
<b>122 · Friday Night Fix It</b>	0	49
<b>Total 100 · Area Donations</b>	41649.69	39893.6

**200 · Group Donations**

<b>200 · Group Donations - Other</b>	282.72	487.8
<b>201 · Willow Glen Home Group (GSJ)</b>	942.09	0
<b>202 · Easy does it (NS)</b>	0	0
<b>203 · Mens courage to change (NS)</b>	0	0
<b>204 · Orland Mustard Seed Group</b>	251.5	199.91
<b>205 · Good Morning Meeting (SF)</b>	0	0
<b>206 · Just for Today (Monterey)</b>	49	0
<b>207 · Elk Grove Home Group (Sac)</b>	307.09	462.78
<b>208 · Sex in recovery (SF)</b>		0
<b>209 · West Portal Meeting</b>		0

210 · Serenity in Trinity Group	60	0
211 · We do recover (Sonoma)	186	315
212 · Stepping Fearlessly-MP	12.5	0
213 · Sunday night serenity ARANA #92		357.83
214 · Echoing in recovery-Peninsula	87.46	0
215 · Davies meeting (SF)	25	0
216 · Open Arms Meeting		0
217 · Spiritual Reality		0
218 · Belmont Hills Group	123.57	0
219 · Alcohol is a drug (Tues. night)	31.61	0
220 · NA Noon JFT Group	15	112.5
221 · Yuba city wednesdaymens group	50	0
222 · Elk Grove Monday Grab Bag	135.31	98.79
223 · "Easy Does it Group" (Vallejo)	250	50
224 · SACFNA #66	0	0
225 · Area De HablaHispana Del Norte	350	500
226 · Free at last	50	0
227 · NA Nooners Group	294.58	351.25
228 · Back to Basics (Sonoma)	27.5	0
229 · Tuesday Men's night out	30	10
230 · Back to Basics Cotati	22.5	78.25
231 · Courage to change group Vallejo	0	0
232 · Saturday Night Alive 630 Napa	0	27.45
233 · Candlelight Everynight	0	50
234 · Never too Young Group 148	0	20
235 · SACFNA Group 10	0	43
236 · By the Book	0	158.58
<b>Total 200 · Group Donations</b>	<b>3583.43</b>	<b>3323.14</b>

<b>300 · Individual Member Donations</b>	<b>1235.63</b>	<b>402.33</b>
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<b>400 · NCRSO Inc Donation</b>	<b>31500.38</b>	<b>25908.03</b>
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**500 · Special Events Income**

<b>500 · Special Events Income - Other</b>	<b>0</b>	<b>200</b>
<b>501 · Conference Agenda Reports</b>	<b>0</b>	<b>455</b>
<b>Total 500 · Special Events Income</b>	<b>2500</b>	<b>655</b>

**Total 1 · DONATIONS - RSC Income** 80469.13 70182.1

<b>900 · Savings Account Interest Income</b>	29.26	28.23
<b>TOTAL INCOME</b>	80498.39	70210.33

**1000 · ADMINISTRATIVE COSTS**

<b>1010 · Telecommunications</b>	478.74	468
<b>1020 · Mailing &amp; Supplies</b>	84.29	45.91
<b>1030 · Administrative Service Tools</b>	94.94	0
<b>1040 · Copies</b>	56.79	0
<b>1050 · Rent</b>	21000	19230.44
<b>% cost burden of rent of total non-discretionary expenses</b>	34.97%	30.25%

**1060 · Travel**

1060 · Travel - Other	0	0
1060.01 · Admin Mileage	4443.22	3221.35
1060.02 · Admin Hotel	0	0
1060.03 · RCM Mileage	1817.9	1986.25
1060.04 · RCM Hotel	568.67	559.76
1060.05 · H&I Mileage	446.6	358.33
1060.06 · H&I Hotel	0	0
1060.07 · PR Mileage	521.81	67.2
1060.08 · PR Hotel	67.53	0
1060.09 · RNP Mileage	0	0
1060.10 · RNP Hotel	0	0
1060.11 · REC Mileage	0	0
1060.12 · REC Hotel	0	0
<b>Total 1060 · Travel</b>	7865.73	6192.89
<b>% cost burden of admin travel of total non-discretionary expenses</b>	13.10%	9.74%

**1070 · Equipment**

1070 · Equipment - Other	119.32	1343.56
1070.01 · Equipment & Software	0	192.68
<b>Total 1070 · Equipment</b>	119.32	1536.24

**1080 · Traveling RSC**

1080 · Traveling RSC - Other	0	0
1080.01 · Traveling RSC - Rent	0	0
1080.02 · Traveling RSC - Food	0	0
1080.03 · Traveling RSC - Mileage	0	0

1080.04 · Traveling RSC- Hotel	38.84	0
1080.05 · Traveling RSC-Printing & Copies	0	0
1080.06 · Traveling RSC - Equipment Rental	0	0
1080.07 · Traveling RSC - Supplies	0	0
<b>Total 1080 · Traveling RSC</b>	<b>38.84</b>	<b>0</b>

<b>1090 · Banking Fees</b>	<b>144.24</b>	<b>0</b>
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**Total 1000 · ADMINISTRATIVE COSTS** 29882.89 27473.48

**% cost burden of admin costs of total non-discretionary expenses** 49.76% 43.22%

**2000 · ROUTINE FELLOWSHIP SUPPORT**

**2010 · Institutional Literature Fund**

2010 · Institutional Literature Fund - Other	720.15	0
2010.01 · H&I Literature	-121.83	0
2010.02 · PR Literature	174.01	286.32

**Total 2010 · Institutional Literature Fund** 772.33 286.32

**2015 · Regional Fire Camp (Previously 6020)**

2015.01 · Mileage		
2015.02 · Literature		
2015.03 · Supplies		
2015.04 · Hotel		
2015 · Regional Fire Camp - Other		

**Total 2015 · Regional Fire Camp** 0 0

**2020 · Professional Events**

2020 · Professional Events - Other	416.85	860.5
2020.01 · Fees	575	60.9
2020.02 · Mileage	0	68.72
2020.03 · Hotel	0	0
2020.04 · Supplies	0	0
2020.05 · Copies	0	0

**Total 2020 · Professional Events** 991.85 990.12

<b>2030 · ASC Emergency Fund</b>	<b>0</b>	<b>0</b>
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5010 – FD Travel		
5010 · FD Travel - Other	0	0
5010.01 · FD Mileage	727.54	850.15
5010.02 · FD Hotel	0	325.2
Total 5010 · FD Travel	727.54	1175.35

5020 · FD Copies and Supplies	0	0
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5030 · FD Service Tools	0	500
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**Total 5000 · NCRSC FELLOWSHIP DEVELOPMENT** 727.54 1675.35

**6000 · NCRSC Project Work groups**

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6010 · Fellowship Services Team		
6010 · Fellowship Services Team - Other	0	0
6010.01 · FST Mileage	0	115.5
6010.02 · FST - Hotel	0	104.58
6010.03 · FST Copies	0	0
6010.04 · FST Supplies	0	82.31
6010.05 · FST Rent	0	0
Total 6010 · Fellowship Services Team	0	302.39

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6020 · Fire Camp Workgroup		
6020 · Fire Camp Workgroup - Other	1429.08	0
6020.01 · Fire Camp - Mileage	313.6	241.7
6020.02 · Fire Camp - Hotel		0
6020.03 · Fire Camp - Copies	84.69	0
6020.04 · Fire Camp Supplies		818.03
6020.05 · Fire Camp - Rent		0
Total 6020 · Fire Camp Workgroup	1827.37	1059.73

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6030 · NA 101		
6030 · NA 101 - Other	59.5	0
6030.01 · NA 101 Mileage	1053.89	320.6

	6030.02 · NA 101 Hotel	466.15	106.95
	6030.03 · NA 101 Copies	0	55.82
	6030.04 · NA 101 Supplies	0	518.66
	6030.05 · NA 101 Rent	1576.12	920
<b>Total 6000 · NCRSC Project Work groups</b>	Total 6030 · NA 101	3155.66	1922.03
		4983.03	3284.15
<b>4500 · DISCRETIONARY EXPENSES - Other</b>			
	<b>6247.05</b>	536.48	0
<b>Total 4500 · DISCRETIONARY EXPENSES</b>		<b>66302.55</b>	<b>4959.5</b>
<b>TOTAL EXPENSE</b>			<b>68523.48</b>

Total Expenses	76302.55	68523.48
Total Income	80498.39	70210.33
Net	4195.84	1686.85