

Northern California Region of Narcotics Anonymous

**Regional Service Office
Board of Directors**



Annual Report

2015/2016



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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 Northern California Regional Service Office (NCRSO) has prepared this report for the fellowship of Northern California. This report will focus on the activities of the 2015-2016 fiscal year and the plans for the 2016-2017 fiscal year. This report includes reports and financial information from the NCRSO, Northern California Convention of Narcotics Anonymous (NCCNA), and the Northern California Regional Service Committee (NCRSC).

Activity during 2015-2016 at the Office:

I. Financial

- A. Total net income was \$29,030.08 at the end of the fiscal year; the NCRSO had \$3.66 in accrued interest in Certificate of Deposits.
- B. The over 90 days due account balances remained at an acceptable amount. They have been very low over the course of the year.
- C. The NCRSO Board of Directors (BOD) continued to work closely with NCCNA on fiscal management of the convention. This continued partnership between the two committees allowed the financials to be completed in a timely and efficient manner.
- D. Continued to provide reports to simplify the financial message, making it more available to the fellowship as a whole.

II. Equipment & Software Purchases

Equipment & Software Purchases		
Description	Date Acquired	Cost
1 Sales Tax Program for X-Cart	07/30/2015	\$89.99
1 2015 QuickBooks	08/31/2015	\$125.00
4 Adobe Acrobat IX	08/31/2015	\$220.00
1 Square Chip Reader	01/26/2016	\$41.71
1 Lenovo Idea Pad 300	03/03/2016	\$690.21
2 Logitech Wireless Mouse	03/03/2016	\$34.65
1 Extended Warranty Laptop	03/03/2016	\$143.28
1 Flash Drive	05/17/2016	\$22.77
Memory for Laptop	06/04/2016	\$110.58

III. Sales

The 2015-2016 fiscal year experienced a decrease of 0.5% from the previous year in literature and gift sales. During the year, total literature sales were \$383,530.50. Total sales of gift items were \$127,383.41. NCRSO newest items that were added to the inventory are the key fobs, recovery cards, Guiding Principles book, triple book cover, IP-29, NA & Persons receiving Medication-Assisted Treatment, and clear book cover.

- A. NCRSO sales at NCCNA were successful again this past year. NCRSO sold \$11,198.00 in literature and \$9,833.78 in gifts during the four-day on-site NCCNA in San Jose, California.
- B. At the alternative store on Sunday of NCCNA, the entire previous NCCNA merchandise inventory was sold for a total income of \$1,048.00.

- C. NCRSO attended one other fellowship convention. NCRSO sold \$3,728.56 at Tri-Area Convention (TAC).

IV. Board of Directors (BOD) Members and Office Personnel

- A. The BOD has 9 active members out of 12 openings. The BOD has three two-year seats open.
- B. The BOD continued to work closely with NCCNA on fiscal management of the convention. This continued partnership between the two committees continues to grow.

V. Challenges and Accomplishments:

Challenges:

- A. Internet service at the office is slow during BOD, NCRSC, and NCCNA meetings. At times, it is hard to conduct business and do reports, as the members are trying to be paperless.
- B. NCRSO faced financial challenges regarding the ability to be self-supporting. NCRSC and NCRSO came together to find solutions to be self-sufficient.
- C. NCRSO has been incurring charges for shipping to wrong and/or incomplete addresses. If the NCRSO ships to an incorrect address, the charges can be as much as \$35.00. The BOD discussed this, and the decision was made to bring this to NCRSC in July 2015 and to add to the shipping policy to pass this on to the fellowship. This will start August 1, 2015.
- D. Temporary replacing the office staff during medical leave through a temporary agency.
- E. The new Guiding Principles book roll out was challenging, as NCRSO did not anticipate the demand and popularity.

Accomplishments:

- A. NCRSC and BOD successfully worked at becoming united as cohesive working committees. NCRSC is in full support of NCRSO and have committed both verbally and financially to its ability to function successfully.
- B. Updated the NCRSO Special Event Insurance Fillable PDF on the NCRSO website (NorCalINA.Org). The version includes the added verbiage regarding service animals.
- C. Received the 22.5% discount from World Service Office (WSO) for literature purchases.
- D. UPS shipping costs: On December 28, 2015, UPS ground services, along with value added service charges, increased shipping by 4.9% in an effort to assist with rising logistics costs, which was passed on to the fellowship.
- E. The Meeting Insurance Packet and the Special Events Insurance Packet had the term "Childcare" changed to "Child Supervision." With the BOD members and Insurance Liaison's approval of the change, the new documents were posted to the NorCalINA.Org by the BOD Web Coordinator.
- F. Change to the Bylaws of NCRSO. ARTICLE 6 - DIRECTORS 6.03, 7. Any such directors, henceforth referred to as "pool seats", shall be eligible for election for a maximum of **two (2)** consecutive two (2) year terms provided: To any such directors, henceforth referred to as "pool seats", shall be eligible for election for a maximum of **three (3)** consecutive two (2) year terms provided.
- G. Added to the Bylaws of NCRSO, ARTICLE 6 - DIRECTORS, 6.03, 7. C. President, Vice-President, and Treasurer can only hold those BOD positions for a maximum of two (2) consecutive years.

- H. The BOD installed administration software on most all NCRSO issued laptops and personal computers to provide remote technical assistance and troubleshoot for users.
- I. NCRSO added additional office space and organized and labeled the literature. With the increase in insurance and adding the additional space, the rent to NCRSC and NCCNA was increased.

BUSINESS PLAN
Fiscal Year 2016/2017 Goals

- A. NCRSC/NCRSO/NCCNA continued collaboration
- B. Increase sales and profit margin through outreach and retention and gift items
- C. Mentorship/recruitment and retention
- D. Improve/create written processes/guidelines
- E. To have contract language for NCCNA contracts that are consistent in the wording for cancellations and other areas of importance.
- F. To reorganize and/or rearrange NCRSO storage area to make it practical for filling orders and inventorying the merchandise. This will also include labeling the shelves and areas for easy access and setting up merchandise in chronological order by SKU, inventory number, or product type.
- G. To purchase more laptops those are required by members of the BOD, NCRSO, NCRSC, and NCCNA.

LETTER FROM BOARD PRESIDENT
Fiscal Year 2015/2016

I would like to thank the Northern California Region of Narcotics Anonymous (NA) for allowing me to serve on the Board of Directors (BOD) for the past two years. The committee has run with nine BOD members for a few years. The BOD sales have remained fairly steady, with little change from the prior fiscal year. It is the belief of the BOD that a stable office workforce and a stable BOD will help the sales to increase in the coming fiscal year. The Northern California Regional Service Office (NCRSO) employees are commended time and again for excellent customer service.

Adding the new office space was a huge accomplishment this past year. NCRSO had 3,166 square feet and added another 920 square feet for a total of 4,086 square feet. For this to be useful, NCRSO had to add a door between the two spaces. NCRSO added more shelving. The base rent went up as follows:

July 1, 2016 – June 30, 2017 = \$2,662 per month
July 1, 2017 – June 30, 2018 = \$2,715 per month
July 1, 2018 – June 30, 2019 = \$2,770 per month
July 1, 2019 – June 30, 2020 = \$2,825 per month
July 1, 2020 – June 30, 2021 = \$2,881 per month

The NCRSO continues to have two full-time employees. This allows the NCRSO to once again qualify for a group health insurance policy.

On a personal note, I would like to thank NA for allowing me to serve on the BOD for the past three years. The committee is small and functions proficiently. This is one of the most rewarding service experiences to the fellowship that I have had during my time clean. I will share that my previous service on the BOD in 2003 to 2006 changed my life dramatically and opened new doors that would not have opened had I not participated on the BOD at that time, gaining that experience. Since some time has passed since that experience on the BOD, I returned to give back what has been so freely given to me, every time I serve the fellowship.

I would like to humbly thank all of the members who have helped keep me teachable. We do this service with what gifts and knowledge we have gained from NA. It is my hope that the BOD, NCRSC, and NCCNA will continue to take each other into consideration, not only the efforts and the work done with each other, but the commitment to the recovery process, as well. I look forward to the next year of cooperation and collaboration.

If after reading through this report, there is an interest in finding out more, please feel free to call, email, or visit the BOD meeting. The BOD welcomes members who have the desire to serve. The BOD would love to answer any questions members might have.

The BOD meets the first Saturday of every month at the NCRSO in Fairfield, California. BOD meetings begin at 10:00 am and are normally completed before 7:00 pm. Usually, there are 10 to 12 members in attendance, including the liaisons from NCCNA and NCRSC. Due to the number of attendees, the BOD meetings are run normally less formal than most other service committees, allowing time for brainstorming and lengthy discussions, when necessary.

If members are interested in this type of service, it is strongly recommended that members come to a BOD meeting to sit as a visitor. All members are welcome. The BOD meetings are open, and it will help members get a sense of what the BOD does.

Unlike other service committees, the BOD is tasked with managing the “business” side of the NCRSO. For those members of NA who have strong business skills, this is a great opportunity to use those skills in service to the fellowship. For those members who 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 NA. These positions offer very little recognition for the hard work, but it offers a magnitude of rewards through selfless service, given freely by the members that give of their time to serve on the BOD and keep the NCRSO operating.

The BOD's objectives and purpose are found in the by-laws of the corporation and available at the website (http://www.norcalna.org/regional_forms-docs-reports.php). Here is a simplified list of the services provided by the NCRSO and managed by the BOD.

- By incorporating, NCRSO provides a legal “umbrella” over the regional services, protecting the fellowship and individual members from possible lawsuits, as well as possible financial losses. The BOD signs all legal documents and contracts for the region, resulting in the corporation bearing the legal exposure.
- The BOD offers Areas the ability to put the phone lines under the regional “umbrella”, protecting the fellowship from problems with individual members being listed as the phone line owner and protecting the phone line from being shut off if the Area committee misses paying the bill.
- The BOD 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 NCRSO, as a distribution center for NA literature, is able to get a substantial discount on literature from the World Service Office (WSO), 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 BOD maintains the regional website, including online literature sales and convention registrations.
- The NCRSO 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 BOD works on various projects for the fellowship, as directed by the NCRSC and/or as the need arises.

Thank you for allowing me to be of service,

Frank Williams
Board of Directors, President
NCRSO, Inc.
2016/2017

Interested in learning more?
Email: president@ncrso.org

NCRSO BOARD OF DIRECTORS

The NCRSO BOD has no one-year direct elect seats available and three two-year pool seats available. If members would like to qualify for this committee, attend the NCRSC meeting on the second Saturday of every month, except August, November, and January for fiscal year 2016/2017. Qualifications are normally held at 3:00 pm. Members will need a service resume, available online at www.norcalna.org.

The requirements for the BOD are as follows:

- Candidates must qualify at the NCRSC meeting.
- Minimum of four years clean time.
- Has read and has an understanding of the NCRSO Bylaws, which are available online.

If members would like to find out more about the various positions available on the BOD, the BOD duties are available online.

If members are interested in finding out more about being of service on the BOD, please send an email to president@ncrso.org.

2015/2016 NCRSO Board Of Directors

Frank Williams
President
1 year Direct Elect
Term Expires 2017

Becky Goldberg
Secretary
1 year Direct Elect
Term Expires 2017

Ed Walden
Assistant Treasurer
Two-Year Pool Seat
Term Expires 2018

Marion Graham
Sales/Inventory
Two-Year Pool Seat
Term Expires 2018

Janet Brown
Member at Large
Two-Year Pool Seat
Term Expires 2017

Open Position
Member at Large
Two-Year Pool Seat

Leslie Fisher
Vice President
Two-Year Pool Seat
Term Expires 2017

Mary Morello
Treasurer
Two-Year Pool Seat
Term Expires 2018

Barbara Miller
Office Operations / Personnel
Two-Year Pool Seat
Term Expires 2017

Diana Dresser
Contracts/Insurance
Two-Year Pool Seat
Term Expires 2017

Open Position
Member at Large
Two-Year Pool Seat

Open Position
Member at Large
Two-Year Pool Seat

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	\$8.00
\$25.01 - \$70.00	\$10.00
\$70.01 - \$150.00	15%
\$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 Charges

(Based on sub-total before taxes)

Sales Amount Range	Charges
\$0.00 - \$150.00	7%
\$150.01 - \$500.00	6%
\$500.01 +	5%

Medallions

Individual purchase of medallions 1 to 25 ship at a cost of \$6.45
Medallion purchase with other items will shipped at regular shipping cost

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 NCRSO will be readily exchanged or accepted for return within two weeks (14 days) after shipping. Return shipping to be paid by NCRSO.
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 NCRSO 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 the ship-to address carefully. The fee to re-route or intercept packages that have left the NCRSO warehouse but have not been delivered is \$35.00. Packages delivered to an address incorrectly provided by the purchaser are completely out of NCRSO's control.

NA SERVICE BODIES CREDIT POLICY

1. The NCRSO extends credit to NA Area and Regional level service bodies.
2. New clients must pre-pay the first three orders.
3. After three pre-payment orders, eligible clients may extend to net 30 terms if we have the following information.
 - a. The NCRSO must have acknowledgement of terms and conditions signed by the chairperson of the service body. In addition, contact information is required from both the individual responsible for ordering, and the individual 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. Five days after mailing the collection letter a call will be made to the individual on file.
6. For Northern California NA Area or Regional accounts, a second letter will be hand delivered to the appropriate Regional Committee Member (RCM) at the next NCRSC meeting.

NOTE: If either the Area Service Committee (ASC), or one of its 'subcommittees' accounts 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.

7. In the event that an account has overpaid and/or has credit that is being held for more than \$100.00 by the NCRSO, that credit will be applied to future orders until the balance returns to below \$100.00. The NCRSO will not carry monies on the books.
1. NA service bodies must update contact information within 30 days of the election of new trusted servants. Accounts on credit hold due to nonpayment will remain so until payment is received and contact information updated.

BUSINESS CREDIT POLICY

1. The NCRSO extends credit to established businesses.
2. New clients must pre-pay the first three orders.
3. After three pre-payment orders, eligible clients may extend to net 30 terms if NCRSO has the following information:
 - a. A completed credit application must be on file with NCRSO. This application will include all Federal Tax ID information.
 - b. 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 may be charged.
 - c. Credit will not be re-instated until the account is current and the NCRSO BOD has agreed to re-instatement.
 - d. Accounts on credit hold due to non-payment will remain so until payment is received.
 - e. The credit application can be completed and sent to the NCRSO via:

Fax (707) 422-9128
Phone: (707) 422-9234
Email: ncrsosw@norcalna.org
Mail: 1820 Walters Court, Suite A-1, Fairfield, CA 94533
 - f. Please notify the NCRSO of any changes to the application.

NCRSO ACTUALS (Fiscal Year 2015/2016) and
BUDGET (Fiscal Year 2016/2017)

Ordinary Income/Expense	2015/2016 Actuals	2016/2017 Budget
Income		
110 - Sales		
112 - Gift Income		
112.1 - Gift Sales at RSO	127,388.41	120,000.00
112.2 - Traveling Booth	0.00	0.00
112.3 - Gift Sales at NCCNA	9,833.78	9,000.00
112.4 - Sales of Previous NCCNA Mdse	1,638.00	1,500.00
112 - Gift Income - Other	0.00	0.00
Total 112 - Gift Income	138,860.19	130,500.00
113 - Freight		
113.1 - Shipping and Handling	42,441.59	40,000.00
113.2 - Will Call Handling	7,271.45	7,500.00
Total 113 - Freight	49,713.04	47,500.00
114 - Literature		
114.1 - Literature Sales at RSO	383,530.50	400,000.00
114.2 - Traveling Booth	0.00	2,000.00
114.3 - Literature Sales at NCCNA	11,198.75	11,000.00
114 - Literature - Other	0.00	0.00
Total 114 - Literature	394,729.25	413,000.00
115 - PO Discounts	138,785.87	130,000.00
Total 110 - Sales	722,088.35	721,000.00
120 - Equipment Rentals		
121 - Cash Register Rental	200.00	200.00
121.1 - Cash Register Deposit	0.00	0.00
122 - Easel Rental	0.00	0.00
123 - Safe Rental	0.00	50.00
124 - Bill Counter Rental	0.00	25.00
Total 120 - Equipment Rentals	200.00	275.00
130 - Facility Rent	34,500.00	45,600.00
140 - Insurance Income		
141 - Insurance Certificate	7,000.00	7,000.00
142 - General Liability Reimb - RSC	17,040.00	14,550.00
Total 140 - Insurance Income	24,040.00	21,550.00
150 - Interest	3.36	0.00
160 - Inventory Adjustment	0.00	0.00
170 - Area Phonelines (Reimbursement)		
170.1 - Alameda Area Phone	0.00	0.00
170.2 - Contra Costa Area Phone	656.79	800.00
170.3 - Napa Solano Phone	621.80	800.00
170 - Area Phonelines (Reimbursement) - Other	0.00	0.00
Total 170 - Area Phonelines (Reimbursement)	1,278.59	1,600.00
180 - Miscellaneous Income		
181 - Donations	54.58	0.00
183 - Rebates	0.00	0.00
185 - Bad Check Payment	0.00	0.00
180 - Miscellaneous Income - Other	0.00	0.00
Total 180 - Miscellaneous Income	54.58	0.00

	2015/2016 Actuals	2016/2017 Budget
190 · NCRSC	0.00	0.00
191 · RSC 1-time supplemental income	0.00	5,000.00
200 · NCCNA		
201 · NCCNA Sales Tax Received	0.00	5,200.00
203 · BOD Room Reimbursement	2,817.60	3,000.00
204 · RSO Booth Start Up	2,000.00	2,000.00
Total 200 · NCCNA	4,817.60	10,200.00
210 · Convention Start Up (NON NCCNA)	0.00	400.00
49030 · Returned Check Charges	15.00	0.00
Total Income	786,997.48	805,625.00
Cost of Goods Sold		
5000 · Cost of Goods Sold	549,146.44	525,000.00
Total Cost of Goods Sold	549,146.44	525,000.00
Gross Profit	237,851.04	280,625.00
Expense		
300 · Bank Expenses		
301 · Bank Service Charges		
301.1 · Banking Fees	160.00	300.00
301.2 · Credit Card Fees	3,204.65	3,300.00
301.3 · Online Credit Card Fees	2,755.31	2,800.00
301 · Bank Service Charges - Other	0.00	0.00
Total 301 · Bank Service Charges	6,119.96	6,400.00
300 · Bank Expenses - Other	0.00	0.00
Total 300 · Bank Expenses	6,119.96	6,400.00
310 · Accounting Services	1,200.00	3,000.00
320 · Area Phonelines		
320.1 · Alameda Tri Area Phone	0.00	0.00
320.2 · Contra Costa Phone	723.63	800.00
320.3 · Napa Solano Area Phone	745.35	800.00
320 · Area Phonelines - Other	0.00	0.00
Total 320 · Area Phonelines	1,468.98	1,600.00
330 · Convention Expense		
331 · Hotel Room-Spcl Workers/RSC Rep		
331.1 · Per Diem - Special Worker	250.00	250.00
331 · Hotel Room-Spcl Workers/RSC Rep - Other	0.00	1,000.00
Total 331 · Hotel Room-Spcl Workers/RSC Rep	250.00	1,250.00
332 · Raffle Item	157.33	200.00
333 · Other Booth Start Up Fund	0.00	400.00
334 · NCCNA Merchandise Sales Tax	0.00	5,200.00
335 · Post Closing Convention Expense	0.00	0.00
336 · Convention Booth Phone/Elect.	0.00	1,500.00
337 · RSO Booth Start Up	2,000.00	2,000.00
338 · On Site Expenses	0.00	200.00
339 · RSO Traveling Booth	0.00	1,000.00
330 · Convention Expense - Other	0.00	0.00
Total 330 · Convention Expense	2,407.33	11,750.00

	2015/2016 Actuals	2016/2017 Budget
340 · Directors Expense		
341 · Mileage	5,721.53	8,000.00
342 · Parking	0.00	500.00
343 · Rooms (Convention)	5,940.96	7,200.00
344 · Travel	539.50	600.00
345 · Supplies	0.00	250.00
Total 340 · Directors Expense	12,201.99	16,550.00
350 · Employment Expenses		
351 · Health Insurance	6,325.80	9,000.00
352 · Payroll Services	853.39	20,000.00
353 · Salary	58,222.47	61,000.00
354 · Taxes	26,161.43	25,000.00
355 · Travel Reimbursement	112.94	250.00
356 · Continuing Education	0.00	500.00
357 · Meals	155.05	200.00
Total 350 · Employment Expenses	91,831.08	115,950.00
360 · Insurance		
361 · Executive Risk-Flexi Five	1,481.00	1,500.00
362 · General Liability	8,579.93	11,050.00
363 · Cost of Riders-Umbrella	2,765.82	3,500.00
364 · Workers Compensation	1,118.00	3,500.00
Total 360 · Insurance	13,944.75	19,550.00
370 · Handling Costs		
371 · Incoming Freight	5,020.84	5,500.00
372 · Outgoing Freight	29,912.11	31,500.00
373 · Packaging Supplies	911.76	1,000.00
Total 370 · Handling Costs	35,844.71	38,000.00
380 · Inventory Adjustment Expense	133.07	0.00
400 · Office Expenses		
400 · Office Expenses - Other	0.00	0.00
401 · Security	800.15	1,200.00
402 · Maintenance and Repairs	603.19	4,000.00
403 · Janitorial	1,589.18	2,000.00
404 · Computer Expense	1,043.76	2,700.00
406 · Equipment Purchases	186.40	1,000.00
407 · Equipment Repairs	74.81	200.00
408 · Garbage	1,200.18	1,500.00
409 · Gas & Electric	3,672.63	4,000.00
410 · Office Supplies	1,210.38	1,500.00
412 · Printing & Production 07-01-09	96.63	100.00
413 · Telephone	2,026.24	2,100.00
414 · Rent	25,390.07	32,500.00
415 · Pest Control	570.00	600.00
416 · Software	0.00	300.00
417 · Postage	386.65	400.00
418 · Licenses and Permits	214.81	300.00
422 · Bank Check Purchase	0.00	100.00
423 · Internet Service Provider	0.00	720.00
Total 400 · Office Expenses	39,065.08	55,220.00
450 · Copy Machine Costs		
451 · Copy Machine Rental	3,405.46	3,750.00
452 · Copy Paper	229.18	300.00
453 · Ink Supplies	0.00	200.00
454 · Copy Machine Maintenance	262.96	300.00
Total 450 · Copy Machine Costs	3,897.60	4,550.00

	2015/2016 Actuals	2016/2017 Budget
460 · RSC Donation	(205.00)	0.00
470 · Web Site		
471 · Website Hosting	0.00	800.00
472 · Website Development	7,589.00	1,000.00
473 · Website Maintenance	0.00	5,000.00
Total 470 · Web Site	7,589.00	6,800.00
490 · Unbudgeted Expenses	0.00	0.00
500 · Sales Tax Expense	5.32	0.00
520 · Advertising	0.00	500.00
60900 · Business Expenses	0.05	0.00
60930 · Fines, Penalties, Judgments		0.00
Total 60900 · Business Expenses	0.05	0.00
66900 · Reconciliation Discrepancies	0.05	0.00
983 · Penalties and fines	50.00	0.00
Total Expense	215,553.97	279,870.00
Net Ordinary Income	22,297.07	755.00

LETTER FROM NCCNA CHAIR

NCCNA 38 was held March 24 to 27, 2016, in Santa Clara, California, and was attended by 4,378 individuals and generated a net profit of \$50,648.45. Convention merchandise sales totaled \$56,711.00. Following are the attendance numbers for entertainment events: Comedy—490; Bingo—125; Golf—21; 5K Run—58; New Q Revue (LGBT) —495; and Blue's Breakfast—124. Entertainment also offered events of Recovery Family Feud, DJ Dances, and Karaoke which allowed thousands of others to attend events included in the price of their registration fee. Newcomer registration packages totaled 378 for members with 30 days or less in recovery who could not afford to purchase a registration.

This convention cycle was spent on the footwork the led us to our 38th annual celebration of recovery. The economic results of this event helped to fund the services that The Northern California Region of Narcotics Anonymous 23 Areas have directed the NCRSO to provide. One of the highlights of our celebration of recovery, was the united message that each of our four main speakers carried with the theme of "We Do Recover". The census for the Saturday night meeting was 5,060, which equates to thousands of individuals who left the convention with a continued sense of desire to carry the message to the addict who still suffers. The spirit of NA's Seventh Tradition and the principle of self-support were put into action. As stated in "Hey! What's the Basket For?" copyright Narcotics Anonymous World Services 1987, 1988:

"NA services have helped all of us. Many of us first heard of Narcotics Anonymous in a hospital or institution when members brought literature and shared their stories with us. Others heard about NA through a TV or radio announcement. We called a helpline to get directions to our first NA meeting. The literature in hospitals and institutions, the TV announcements, and phone lines are the NA services we're talking about here. If those services had not been there, many of us would not have found our way to recovery. NA services helped all of us find a new life."

NCCNA is 100% volunteer-supported to help each and every addict find a new way of life. This is a clear demonstration of NA's First Tradition at work: "Our common welfare should come first; personal recovery depends on NA unity."

Today we are well on our way to NCCNA 39 with a budgeted attendance of over 5,000. Budgeted income projections of \$277,525 and budget expenses of \$275,830, resulting in a budgeted profit of \$1,695.00. As stated in "Living Clean – The Journey Continues" (copyright Narcotics Anonymous 2016) page 21 "Narcotics Anonymous is a bridge to life, and a path we can walk throughout our lives. The gift is freedom." We are all, each of us, miracles. Together, we are tens of thousands of miracles – the members of Narcotics Anonymous. Recovery=Miracles!

Respectfully submitted,

Robert Greear
NCCNA 39 Chair

NCCNA 38 FINANCIALS

		Budget	Variance	Total w/variance	Actual	Difference	%
INCOME							
01	Registrations	137000.00	0.00	137000.00	130620.06	6379.94	
01.1	Total Pre-Registrations	48000.00	0.00	48000.00	44160.00	3840.00	
01.1a	Online Pre-Registrations	42000.00		42000.00	41340.00	660.00	
01.2b	Traditional Pre-Registrations	6000.00		6000.00	2820.00	3180.00	
01.2	Onsite Registration	49000.00		49000.00	65940.06	(16940.06)	
01.3.	Saturday Day Pass	40000.00		40000.00	20520.00	19480.00	
02	Comedy Show	16375.00	0.00	16375.00	13460.00	2915.00	
02.1	Pre-Reg Comedy	7000.00	0.00	7000.00	6200.00	800.00	
02.1a	Online Comedy	6000.00		6000.00	5625.00	375.00	
02.1b	Traditional Comedy	1000.00		1000.00	575.00	425.00	
02.2	Onsite Comedy Show	9375.00		9375.00	7260.00	2115.00	
03	Live Music	2500.00	0.00	2500.00	5208.00	(2708.00)	
03.1	Pre-Reg Live Music	1000.00	0.00	1000.00	3738.00	(2738.00)	
03.1a	Online Live Music	750.00		750.00	3570.00	(2820.00)	
03.1b	Traditional Live Music	250.00		250.00	168.00	82.00	
03.2	Onsite Live Music	1500.00		1500.00	1470.00	30.00	
04	Bingo	3500.00	0.00	3500.00	3940.00	(440.00)	
04.1	Pre-Reg Bingo	1500.00	0.00	1500.00	2020.00	(520.00)	
04.1a	Online Bingo	1125.00		1125.00	1900.00	(775.00)	
04.1b	Tradition Bingo	375.00		375.00	120.00	255.00	
04.2	Onsite Bingo	2000.00		2000.00	1920.00	80.00	
05	Golf	2475.00	0.00	2475.00	1575.00	900.00	
05.1	Pre-Reg Golf	2475.00	0.00	2475.00	1125.00	1350.00	
05.1a	Online Golf	2250.00		2250.00	975.00	1275.00	
05.1b	Traditional Golf	225.00		225.00	150.00	75.00	
05.2	Onsite Golf	0.00		0.00	450.00	(450.00)	
06	5K Run	1625.00	0.00	1625.00	1450.00	175.00	
06.1	Pre-Reg 5K Run	1375.00	0.00	1375.00	1200.00	175.00	
06.1a	Online 5K Run	1250.00		1250.00	1150.00	100.00	
06.1b	Traditional 5K Run	125.00		125.00	50.00	75.00	
06.2	On-Site 5K Run	250.00		250.00	250.00	0.00	
07	LGBT	6300.00	0.00	6300.00	6090.00	210.00	
07.1	Pre-Reg LGBT	1800.00	0.00	1800.00	2670.00	(870.00)	
07.1a	Online LGBT	1500.00		1500.00	2470.00	(970.00)	
07.1b	Traditional LGBT	300.00		300.00	200.00	100.00	
07.2	Onsite LGBT	4500.00		4500.00	3420.00	1080.00	
08	Ice Cream Social	0.00	0.00	0.00	0.00	0.00	
08.1	Pre-Reg Ice Cream Social	0.00	0.00	0.00	0.00	0.00	
08.1a	Online Ice Cream Social	0.00		0.00	0.00	0.00	
08.1b	Traditional Ice Cream Social	0.00		0.00	0.00	0.00	
08.2	Onsite Ice Cream Social	0.00		0.00	0.00	0.00	
09	DJ Dance	0.00	0.00	0.00	0.00	0.00	
09.1	Pre-Reg DJ Dance	0.00	0.00	0.00	0.00	0.00	
09.1a	Online DJ Dance	0.00		0.00	0.00	0.00	
09.1b	Traditional DJ Dance	0.00		0.00	0.00	0.00	
09.2	Onsite DJ Dance	0.00		0.00	0.00	0.00	
10	Hypnotist	0.00	0.00	0.00	0.00	0.00	
10.1	Pre-Reg Hypnotist	0.00	0.00	0.00	0.00	0.00	
10.1a	Online Hypnotist	0.00		0.00	0.00	0.00	
10.1b	Traditional Hypnotist	0.00		0.00	0.00	0.00	
10.2	Onsite Hypnotist	0.00		0.00	0.00	0.00	
11	Illusionist	0.00	0.00	0.00	0.00	0.00	
11.1	Pre-Reg Illusionist	0.00	0.00	0.00	0.00	0.00	
11.1a	Online Illusionist	0.00		0.00	0.00	0.00	
11.1b	Traditional Illusionist	0.00		0.00	0.00	0.00	
11.2	Onsite Illusionist	0.00		0.00	0.00	0.00	
12	Movie Night	0.00	0.00	0.00	0.00	0.00	
12.1	Pre-Reg Movie Night	0.00	0.00	0.00	0.00	0.00	
12.1a	Online Movie Night	0.00		0.00	0.00	0.00	
12.1b	Traditional Movie Night	0.00		0.00	0.00	0.00	
12.2	Onsite Movie Night	0.00		0.00	0.00	0.00	
13	Riverboat Cruise	0.00	0.00	0.00	0.00	0.00	
13.1	Pre-reg Riverboat Cruise	0.00	0.00	0.00	0.00	0.00	
13.1a	Online Riverboat Cruise	0.00		0.00	0.00	0.00	
13.1b	Traditional Riverboat Cruise	0.00		0.00	0.00	0.00	
13.2	Onsite Riverboat Cruise	0.00		0.00	0.00	0.00	

		Budget	Variance	Total w/variance	Actual	Difference	%
40	Merchandise Sales	65500.00	0.00	65500.00	56711.00	8789.00	
40.1	Pre-Reg Merchandise	10500.00	0.00	10500.00	9805.00	695.00	
40.1a	Online Pre-Reg Merchandise	8000.00		8000.00	8975.00	(975.00)	
40.1b	Traditional Pre-Reg Merchandise	2500.00		2500.00	830.00	1670.00	
40.2	On-Site Merchandise	55000.00		55000.00	46906.00	8094.00	
55	Newcomer Money	6600.00	0.00	6600.00	6228.36	371.64	
55.1	Previous Cycle Newcomer Money	0.00		0.00	170.04	(170.04)	
55.2	Pre-Reg Newcomer Money	1400.00	0.00	1400.00	10506.48	(9106.48)	
55.2a	Online Newcomer Money	1000.00		1000.00	1342.00	(342.00)	
55.2b	Traditional Newcomer Money	400.00		400.00	9164.48	(8764.48)	
55.3	Onsite Newcomer Money	5200.00	0.00	5200.00	6366.84	(1166.84)	
55.3a	Registration Newcomer Money	2000.00		2000.00	2978.00	(978.00)	
55.3b	Raffle	3000.00		3000.00	3188.40	(188.40)	
55.3c	NCW Newcomer Money	200.00		200.00	200.44	(0.44)	
57	Newcomer Registrations	0.00		0.00	10815.00	(10815.00)	
60	Onsite Vendors	4000.00	0.00	4000.00	4856.00	(856.00)	
60a	Jewelry Vendor	2500.00		2500.00	2500.00	0.00	
60b	Recording Vendor	1500.00		1500.00	2089.00	(589.00)	
60c	Misc Vendors	0.00		0.00	267.00	(267.00)	
70	Online Transaction Fees \$2	2800.00		2800.00	1680.00	1120.00	
80	Interest Income	0.20		0.20	0.07	0.13	
91	Member Reimbursement	9100.00		9100.00	4789.92	4310.08	
92	Hotel Comps	0.00		0.00	3112.45	(3112.45)	
93	Hotel Room Rebate	10000.00		10000.00	17930.00	(7930.00)	
	Total Income	267775.20	0.00	267775.20	257650.86	10124.34	

		Budget	Variance	Total w/variance	Actual	Difference	%
EXPENSE							
Arts & Graphics							
101	Travel/ Parking	1000.00		1000.00	789.60	210.40	79%
102	Postage/Copies/Supplies	100.00		100.00	20.99	79.01	21%
103	Telephone	0.00		0.00	0.00	0.00	
110	4 Color Design & Layout	0.00		0.00	0.00	0.00	
111	Main Logo Development	1000.00	(76.57)	923.43	850.00	73.43	92%
112	Brochure Development	750.00		750.00	425.00	325.00	57%
113	Program Development	1000.00		1000.00	1000.00	0.00	100%
114	Merchandise Logo Development	200.00		200.00	175.00	25.00	88%
115	Banner/Design	250.00		250.00	250.00	0.00	100%
120	Badge Lamination/Lanyards	3000.00	76.57	3076.57	3076.57	0.00	100%
121	Signs	2000.00		2000.00	654.00	1346.00	33%
122	Printing	10000.00		10000.00	8913.59	1086.41	89%
123	Shipping	50.00		50.00	0.00	50.00	
124	Equipment Rental	0.00		0.00	0.00	0.00	
125	Miscellaneous	100.00		100.00	0.00	100.00	
126	Table Banners	500.00		500.00	0.00	500.00	
130	Hotel Room	1200.00		1200.00	565.92	634.08	47%
Total Arts & Graphics		21150.00	0.00	21150.00	16720.67	4429.33	79%
Entertainment							
201	Travel/ Parking	1000.00		1000.00	482.11	517.89	48%
202	Postage/Copies/Supplies	100.00		100.00	0.00	100.00	
203	Meeting Room Rent	0.00		0.00	0.00	0.00	
204	Telephone	0.00		0.00	0.00	0.00	
210	Comedy Show	5000.00		5000.00	3516.48	1483.52	70%
210.1	Stage/Risers	500.00		500.00	0.00	500.00	
210.2	A/V	2500.00		2500.00	1548.82	1483.52	
211	Live Music	2000.00		2000.00	6537.21	(4537.21)	327%
211.1	Stage/Risers	500.00		500.00	0.00	500.00	
211.2	A/V	3000.00		3000.00	1348.76	1651.24	
212	Bingo	1000.00		1000.00	368.40	631.60	37%
213	Golf Tournament	2475.00		2475.00	1500.80	974.20	61%
214	5K Run	1000.00		1000.00	0.00	1000.00	
215	LGBT	2000.00		2000.00	0.00	2000.00	132%
215.1	Stage/Risers	500.00		500.00	0.00	500.00	
215.2	A/V	2750.00		2750.00	2637.32	112.68	
216	Ice Cream Social	0.00		0.00	0.00	0.00	
217	DJ/Karaoke	4200.00		4200.00	3500.00	700.00	83%
217.1	Stage/Risers	500.00		500.00	0.00	500.00	
217.2	A/V	4000.00		4000.00	248.02	3751.98	
218	Hypnotist	0.00		0.00	0.00	0.00	
218.1	stages/risers	0.00		0.00	0.00	0.00	
218.2	A/V	0.00		0.00	0.00	0.00	
219	Illusionist	0.00		0.00	0.00	0.00	
219.1	Stage/Risers	0.00		0.00	0.00	0.00	
219.2	A/V	0.00		0.00	0.00	0.00	
220	Movie Night	0.00		0.00	0.00	0.00	
221	Play	0.00		0.00	0.00	0.00	
221.1	Stage/risers	0.00		0.00	0.00	0.00	
221.2	A/V	0.00		0.00	0.00	0.00	
222	River Boat Cruise	0.00		0.00	0.00	0.00	
239	Salsa	350.00		350.00	0.00	350.00	
239.1	stage/risers	250.00		250.00	0.00	250.00	
239.2	A/V	500.00		500.00	248.03	251.97	
240	NA Unplugged	500.00		500.00	0.00	500.00	
241.1	Stage/Risers	250.00		250.00	0.00	250.00	
240.2	A/V	500.00		500.00	216.77	283.23	
241	Battle of the Bands	500.00		500.00	0.00	500.00	
241.1	Stage/Risers	250.00		250.00	0.00	250.00	
241.2	A/V	500.00		500.00	0.00	500.00	
250	Lights/Electrical	13750.00		13750.00	6247.72	7502.28	45%
251	Dance Floor/Risers	2750.00		2750.00	0.00	2750.00	
260	Decorations	0.00		0.00	0.00	0.00	
270	Games/Prizes	300.00		300.00	300.00	0.00	100%
290	Miscellaneous	100.00		100.00	0.00	100.00	

		Budget	Variance	Total w/variance	Actual	Difference	%
299	Hotel Room	1200.00		1200.00	848.88	351.12	71%
Total Entertainment		38225.00	0.00	38225.00	23301.60	14923.40	61%
Executive							
301	Travel/ Parking	10000.00		10000.00	7217.31	2782.69	72%
302	Postage/Copies/Supplies	500.00		500.00	459.38	40.62	92%
303	Meeting Rent (RSO)	8500.00		8500.00	7800.00	700.00	92%
304	Equipment Purchase/Repair	500.00		500.00	125.00	375.00	25%
305	Gratuity	1000.00		1000.00	625.00	375.00	63%
306	Web Design/Mail Chimp/AirSet	1200.00		1200.00	339.55	860.45	28%
307	Lodging	0.00		0.00	0.00	0.00	
308	Workshop	0.00		0.00	0.00	0.00	
309	Suite Food	600.00		600.00	868.91	(268.91)	145%
310	Merchant Services/Authnet	3500.00		3500.00	6301.26	(2801.26)	180%
311	Credit Card Fees	2000.00		2000.00	0.00	2000.00	
312	Online Check Acceptance Fee	0.00		0.00	0.00	0.00	
313	Bad Check Fees	0.00		0.00	0.00	0.00	
314	Bad Checks	50.00		50.00	0.00	50.00	
315	Bank Charges	300.00		300.00	26.00	274.00	9%
320	Convention Center Rent	22800.00		22800.00	20790.00	2010.00	91%
321	Communications Rental	3000.00		3000.00	2747.89	252.11	92%
322	Armored Car Service	1000.00		1000.00	992.90	7.10	99%
323	Insurance	2500.00		2500.00	1147.00	1353.00	46%
324	Water	500.00		500.00	0.00	500.00	
326	On-site Meeting Rent	350.00		350.00	0.00	350.00	
327	Appreciation Gift Baskets	500.00		500.00	300.00	200.00	60%
328	Equipment Rental	100.00		100.00	0.00	100.00	
329	Hotel Rooms	12000.00		12000.00	5094.48	6905.52	42%
330	Cash Short and Over	0.00		0.00	(1573.00)	1573.00	
331	Damages	500.00		500.00	0.00	500.00	
332	AV	30000.00		30000.00	25907.60	4092.40	
333	Lighting/Electrical	5000.00		5000.00	2426.14	2573.86	
334	Stage/Chair Rental/Risers	1500.00		1500.00	0.00	1500.00	
Total Executive		107900.00	0.00	107900.00	81595.42	26304.58	76%
Host							
401	Travel/ Parking	1000.00		1000.00	520.03	479.97	52%
402	Postage/Copies/Supplies	250.00		250.00	169.25	80.75	68%
403	P.O. Box/Miscellaneous	0.00		0.00	0.00	0.00	
404	Subcommittee Meeting Rent	800.00		800.00	652.69	147.31	82%
405	Telephone	0.00		0.00	0.00	0.00	
406	Lodging	0.00		0.00	0.00	0.00	
413	Medical Standby	2000.00		2000.00	0.00	2000.00	
414	Convention Center Security	2500.00		2500.00	0.00	2500.00	
415	Decorations	1500.00		1500.00	2801.57	(1301.57)	187%
416	Truck Rental/van rental	1750.00		1750.00	1170.68	579.32	67%
420	Hotel Room	1200.00		1200.00	565.92	634.08	47%
Total Host		11000.00	0.00	11000.00	5880.14	5119.86	53%
Merchandise							
501	Travel/ Parking	1500.00		1500.00	688.23	811.77	46%
502	Postage/Copies/Supplies	100.00		100.00	92.67	7.33	93%
503	Subcommittee Meeting Rent	0.00		0.00	0.00	0.00	
504	Telephone	0.00		0.00	0.00	0.00	
505	Miscellaneous	50.00		50.00	0.00	50.00	
510	Merchandise	45000.00	0.00	45000.00	37590.90	7409.10	84%
510.1	Pre-Reg Merchandise	10000.00		10000.00	7190.25	2809.75	72%
510.2	Onsite Merchandise	35000.00		35000.00	30400.65	4599.35	87%
511	Shipping	500.00		500.00	0.00	500.00	
512	Sales Tax	6000.00		6000.00	4949.95	1050.05	82%
513	Registration Packet Items	10000.00		10000.00	7152.70	2847.30	72%
514	Bags	200.00		200.00	118.46	81.54	59%
515	Volunteer Ribbons	0.00		0.00	0.00	0.00	
520	Merchandise Room Security	900.00		900.00	900.00	0.00	100%
521	Equipment Rental	100.00		100.00	100.00	0.00	100%
522	Credit Card Phonenumber	1500.00		1500.00	648.87	851.13	43%
530	Hotel Room	1200.00		1200.00	848.88	351.12	71%
Total Merchandise		67050.00	0.00	67050.00	53090.66	13959.34	79%
Program							
601	Travel/ Parking	1500.00		1500.00	1245.93	254.07	83%

		Budget	Variance	Total w/variance	Actual	Difference	%
602	Postage/Copies/Supplies	500.00		500.00	449.73	50.27	90%
603	P.O. Box Rental	150.00		150.00	128.00	22.00	85%
604	Subcommittee Meeting Rent	650.00		650.00	624.75	25.25	96%
605	Telephone	0.00		0.00	0.00	0.00	
606	Miscellaneous	150.00		150.00	0.00	150.00	
610	Speaker Media Purchase	0.00		0.00	0.00	0.00	
620	Literature For Newcomers	1000.00		1000.00	844.14	155.86	84%
621	Main Speakers Travel	2250.00		2250.00	2138.68	111.32	95%
622	Main Speakers Hotel Rooms	3600.00		3600.00	2546.64	1053.36	71%
623	Main Speakers Registration Packages	180.00		180.00	180.00	0.00	100%
624	Van Rental	0.00		0.00	0.00	0.00	
625	Interpreters	3200.00		3200.00	2805.00	395.00	88%
626	Decorations	0.00		0.00	0.00	0.00	
630	Hotel Room	1200.00		1200.00	1131.84	68.16	94%
Total Program		14380.00	0.00	14380.00	12094.71	2285.29	84%

		Budget	Variance	Total w/variance	Actual	Difference	%
Registration							
701	Travel/ Parking	1000.00		1000.00	669.97	330.03	67%
702	Postage/Copies/Supplies	500.00		500.00	466.94	33.06	93%
703	P.O. Box Rental	150.00		150.00	98.00	52.00	65%
704	Subcommittee Meeting Rent	650.00		650.00	250.00	400.00	38%
705	Telephone	0.00		0.00	0.00	0.00	
706	Lodging	0.00		0.00	0.00	0.00	
707	Miscellaneous	50.00		50.00	0.00	50.00	
710	Travel-Booth Coordinator	0.00		0.00	0.00	0.00	
720	Registration Envelopes	400.00		400.00	206.58	193.42	52%
730	Equipment Rental	100.00		100.00	100.00	0.00	100%
731	Credit Card Phonenumber	1500.00		1500.00	648.87	851.13	43%
740	Hotel Room	1200.00		1200.00	1131.84	68.16	94%
Total Registration		5550.00	0.00	5550.00	3572.20	1977.80	64%
Total Expense		265255.00	0.00	265255.00	196255.40	68999.60	74%
Total Income							
		267775.20	0.00	267775.20	257650.86	10124.34	96%
Total Expenses		265255.00	0.00	265255.00	196255.40	68999.60	74%
Net Income		2520.20	0.00	2520.20	61395.46	(58875.26)	2436%

LETTER FROM NCRSC CHAIR

Thank you for the honor of being the chairperson of the Fellowship Services Team and the Regional Service Committee again this year. I am always in awe of how amazing this fellowship is and how with all the strong personalities and differences, we're able to come together in group conscience for the betterment of our Fellowship and the Region. In the past year, the RSC has become a place where doing service is welcome. The whole committee, RSC and FST alike, have made an effort to make the RSC a place more welcoming and open; have respected each person's right to an opinion; and have made patience, kindness, and love the norm. Sometimes a crisis must occur to bring about change. The need to write a policy for the region against harassment of any kind has reminded us all to welcome differences with an open mind.

Over the 2014/2015 cycle, the RSC set the following goals for the next year, after participating in an environmental scanning exercise with the areas gathering the items of importance to them and communicating those at the RSC.

Over the past cycle the goals and objectives were many, but still many were achieved or are continuing. Here is the recap.

Goals and Objectives for 2015/2016 Cycle

Priority Goals

1. Goal: Facilitate ongoing awareness within the Fellowship Services Team of the FST and RSC guidelines, and the issues presented by the region at the annual planning session. - Completed and continuing.
2. Goal: Improve NAs relationship with local criminal justice systems. - Ongoing and progressing.
3. Goal: Develop an audio/visual library for H&I facility meetings. – Ongoing
4. Goal: Increase Outreach to the Medical Community by developing tools to assist area PR committees. - Was not completed in 2015/2016 Cycle, but this is ongoing, as seen below.
5. Goal: Provide resources to the areas to assist in the education of their trusted servants. – Continuing, provided a Treasurer's Best Practices Workshop and many other workshops continue to be available.
6. Goal: To create resources for mentorship and modeling of effective leadership. – Was not completed but still working on this as an overall goal.
7. Goal: Provide tools to assist and facilitate training on the traditions and concepts. – Researching already existing tools, especially in light of the new book coming out on the traditions.
8. Goal and Objective: Research and then ask NAWS to create an Issue Discussion Topic (IDT) on Service and reducing apathy. – Completed by RD.
9. Goal and Objective: PR & H&I do Outreach to the California and close bordering regions to start a discussion on larger organized shared services. – In progress, meetings being held during WSLD and the Regional Delegates Sharing forum. In January 2016, there was a full day of meetings related to the California coalition.
10. Goal and Objective: To create a more universal packaged presentation for the school's projects. – In progress.

Secondary Goals - Too many goals to be able to complete these in the prior year.

1. Goal: Develop H&I training documents.
2. Goal: Gather demographic data for the Northern California Region.
3. Goal: Assist the groups at area level with the creation of group sharing forums in needed/wanted.

Following this letter are the Regional Service Committee Goals from our **Action Plan** for 2016/2017. The goals aren't prioritized, and all have their importance. Many have already been set in motion with the creation of Working Groups with an FST member appointed to facilitate each one. If you are interested in being involved in any of the working groups, please feel free to complete a **Regional Resource Pool Form**.

The Fellowship Services Team is also available to assist the Areas by coming to present workshops, attend Area meetings, and facilitate inventories at the Area level. To submit a travel request just complete **the form here**. Again, thank you for the honor of being able to lead the Regional Service Committee during the 2016/2017 cycle. This is my last year and I'm extremely grateful to have had the opportunity to serve.

Sincerely and Hugs,

Sue Lydick
FST Chairperson

2016/2017 Action Plan Goals for the Northern California Regional Service Committee

1. Goal: To have regular leadership training sessions that include mentorship, attributes of a good leader, and more to develop effective leaders in the Northern California Region.
2. Goal: The Fellowship Services Team and the Regional Service Committees, as a whole, commit to creating an Environment of Love, Humility, and Encouragement in all of our committee meetings. The FST is committed to this and will work together to be sensitive to all members, as well as the group as a whole.
3. Goal: We are committed to keeping things purpose focused, within the various service committees and workgroups of the Northern California Region. Always remembering to keep the primary purpose of Narcotics Anonymous and the primary purpose of the groups in mind as we go through the business of the committees.
4. Goal: To have a speaker on a Tradition and/or Concept at every regional meeting instead of the current five-minute speaker.
5. Goal: Redesign the service resume and the regional resource pool form to be more inclusive of the principles of recovery and other needed adjustments and to create a list of permanent questions to be asked during qualifications.
6. Goal: To generate more enthusiasm in service in the Northern California Region.
7. Goal: Assist our fellowship in moving into a more mobile friendly environment and helping to attract the next generation of addicts.
8. Goal: To develop resources and tools that can be used through the region to help to bring in speakers from around the world that can help to motivate others by talking about what it is like to be of service in their part of the world.
9. Goal: Develop an audio/visual library for H&I facility meetings.
10. Goal: Find out who is and who is not in our meetings by collecting data within each of the 23 areas in Northern California . Once collected the data will be available to be used by both the region and the areas to assist in serving the fellowship more effectively.

2015-2016 P&L NCRSC

Income

1 · DONATIONS - RSC Income

100 · Area Donations

Jul '15 - Jun 16

101 · American River Area	3,962.46
102 · Contra Costa Area	4,209.37
103 · East Bay Central Area	5,100.00
104 · East Bay North Area	2,369.07
105 · Greater San Jose Area	6,000.00
107 · Lake County Area	1,200.00
108 · Marin County Area	1,257.11
109 · Medocino County Area	2,427.05
110 · Mission Peak Area	6,667.53
111 · Monterey Area	4,040.00
112 · Napa/Solano Area	10,975.07
113 · 916 North Area	636.40
114 · Peninsula Area	3,718.41
115 · River Cities Area	3,798.26
116 · Sacramento Area	2,839.30
117 · San Francisco Area	550.00
119 · Shasta Area	1,325.91
120 · Sierra Foothills Area	3,870.09
121 · Sonoma County Area	4,210.74
122 · Area De Habla Hispana Del Norte	898.21
123 · Middle Mountain Area	1,932.17
Total 100 · Area Donations	71,987.15
200 · Group Donations 256 Wild Recovery	239.07
143 · Los Gatos Home Group - GSJO Are	1,111.70
211 · We do recover (Sonoma)	458.00
213 · Sunday night serenity ARANA #92	558.08
214 · Echoing in recovery-Peninsula	55.37
223 · "Easy Does it Group" (Vallejo)	75.00
227 · NA Nooners Group	185.50
228 · Back to Basics (Sonoma)	27.00
230 · Back to Basics Cotati	110.00
245 · Friday Night Alternative	114.17
247 · Gilroy Home Group	225.00
249 · Davis NA Group 104	305.32
251 · Sunday Morning Vallejo JFT 930	60.00
252 · Stepping Stones #39	38.30
253 · Orland Back to Basics	265.80
43300 · Donation	25.00
200 · Group Donations - Other	1,328.20
Total 200 · Group Donations	5,181.51
300 · Individual Member Donations	10,523.00
400 · NCRSO Inc Donation to RSC	51,976.46
400.01 · NCCNA Donation	
400 · NCRSO Inc Donation to RSC - Other	287.50
Total 400 · NCRSO Inc Donation to RSC	52,263.96

500 · Special Events Income	200.00	
1 · DONATIONS - RSC Income - Other		2.24
Total 1 · DONATIONS - RSC Income		140,157.86
257 · NA Tuesday Night Group		70.74
900 · Savings Account Interest Income		8.39
Total Income		140,236.99

Expense

1000 · ADMINISTRATIVE COSTS		
1020 · RSC Supplies	566.97	
1050 · Rent (RSO Subsidy) 1060 · Travel		31,980.00
1060.01 · FST Mileage		3,480.30
1060.03 · RCM Mileage		1,063.30
1060.04 · RCM Hotel		418.90
Total 1060 · Travel	4,962.50	
1090 · Banking Fees		3.00
Total 1000 · ADMINISTRATIVE COSTS		37,512.47
2000 · Routine Fellowship Support		
2010 · Institutional Literature Fund		
2010.02 · PR Literature		1,206.52
Total 2010 · Institutional Literature Fund	1,206.52	
2015 · Regional Fire Camp		
2015.01 · Mileage & Hotel		23.10
2015.02 · Literature & Supplies		62.44
Total 2015 · Regional Fire Camp		85.54
2020 · Professional Events		
2020.01 · Fees		1,852.30
2020.02 · Mileage		263.90
2020.04 · Supplies/Copies		185.94
Total 2020 · Professional Events	2,302.14	
2040 · Regional Assemblies(CAR)		
2040.01 · CAR Event		1,212.67
2040.02 · CAR Reports		312.47
Total 2040 · Regional Assemblies(CAR)	1,525.14	
2050 · NCCNA - Fellowship Support		
2050.01 · NCCNA Mileage		111.30
2050.02 · NCCNA Hotel		474.56
2050.03 · NCCNA Supplies		517.00
2050.04 · Hard-Wired Internet for SKYPE		1,265.00
Total 2050 · NCCNA - Fellowship Support	2,367.86	
2080 · Regional Insurance Policy Reimb	15,559.00	
Total 2000 · Routine Fellowship Support		23,046.20
3000 · Zonal & WSC Travel Activities 3010 · World Serv. Conf. - Up to 2	2,569.48	
3020 · WS Zonal Forum - Up to 2 people	908.99	
3030 · Host WS Zonal Forum	-1,000.00	
3050 · WS Learning Days - Up to 4	2,036.86	
Total 3000 · Zonal & WSC Travel Activities		4,515.33
4000 · RSC Donation to NAWS		71,731.19
4500 · DISCRETIONARY EXPENSES		
5000 · NCRSC FELLOWSHIP DEVELOPMENT		
5010 · FD Travel Requests		
5010.01 · FD Mileage	180.76	
Total 5010 · FD Travel Requests		180.76

Jul '15 - Jun 16		
5020 · FD Copies and Supplies		86.40
5030 · FD Service Tools		1,459.00
Total 5000 · NCRSC FELLOWSHIP DEVELOPMENT	1,726.16	
7000 · NCRSC Motions		215.60
7000.1 · Mileage/Travel		114.16
7000.2 · Hotel		13.88
7000.5 · Literature		993.77
7000.7 · Equipment & Software		15,513.99
7000 · NCRSC Motions - Other		
Total 7000 · NCRSC Motions	16,851.40	
8000 · NCRSC Project Proposals		975.35
8000.1 · Mileage/Travel		653.80
8000.2 · Hotel		2,157.91
8000.3 · Copies/Supplies		8,532.02
8000.4 · Rent/Insurance		
Total 8000 · NCRSC Project Proposals	12,319.08	
Total 4500 · DISCRETIONARY EXPENSES		30,896.64
Total Expense		167,701.83
Net Income		-27,464.84

2016 Balance Sheet - NCRSC

	<u>Jun 30,</u> <u>16</u>
ASSETS	
Current Assets	
Checking/Savings	
2 · NCRSC Main Checking Account	3,612.76
3 · Savings Account	
3a · Prudent Reserve	5,152.00
3b · Prepaid Expense Funds	7,991.02
3c · Encumbered Discretionary Funds	3,018.56
3d · Available Discretionary Funds	4,806.46
3 · Savings Account - Other	<u>22.13</u>
Total 3 · Savings Account	<u>20,990.17</u>
Total Checking/Savings	<u>24,602.93</u>
Total Current Assets	<u>24,602.93</u>
TOTAL ASSETS	<u>24,602.93</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	43,042.10
32000 · Unrestricted Net Assets	9,025.67
Net Income	<u>27,464.84</u>
Total Equity	<u>24,602.93</u>
TOTAL LIABILITIES & EQUITY	<u>24,602.93</u>