

Northern California Region of Narcotics Anonymous

Regional Service Office
Board of Directors
Annual Report

2012 – 2013



1820 Walters Court, Suite A, Fairfield, CA 94533
707-422-9234

TABLE OF CONTENTS

TABLE OF CONTENTS 2

INTRODUCTION 3

NCRSO BOARD OF DIRECTORS BUSINESS PLAN 5

LETTER FROM BOARD PRESIDENT FISCAL YEAR 2013 5

2013 NCRSO BOARD OF DIRECTORS 8

LITERATURE SALES POLICIES 9

NA SERVICE BODIES CREDIT POLICY 10

BUSINESS CREDIT POLICY 11

NCRSO BUDGET TO ACTUALS FY 2012 & FY2013 12

LETTER FROM NCCNA CHAIR 16

NCCNA FINANCIALS 17

NCRSC PROFIT AND LOSS 2012-2013 19

NCRSC APPROVED BUDGET 2012-2013 22

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 2012-2013 fiscal year and the plans for the 2013-2014 fiscal year. This report includes reports and financial information from the NCRSO, NCCNA, and the NCRSC.

Activity during 2012-2013 at the Office:

I. Financial

- A. Expense was less than income by \$18,255.04 at the end of the fiscal year; the RSO had \$13.79 in accrued interest in Certificate of Deposits.
- B. The over 90 days due account balances decreased over the course of the year.
- C. The Board of Directors (hereinafter known as BOD) continued to work closely with Northern California Convention of Narcotics Anonymous (hereinafter known as NCCNA) on fiscal management of the convention. This continued partnership between the two committees allowed the first paid registration only event to be a financial success.

II. Equipment & Software Purchases

Equipment & Software Purchases		
Description	Date Acquired	Cost
1 Laptop	8/1/2012	\$ 679.00
6 Microsoft Office 2013	3/21/2013	\$ 192.00
1 Safe	3/28/2013	\$ 275.00
Backup & Storage	4/18/2013	\$ 142.00
2 Printers	4/18/2013	\$ 176.00
2 Computer Monitors	4/18/2013	\$ 260.00
2 Desktop Computer	4/18/2013	\$ 1,099.98
4 Laptops	4/18/2013	\$ 2,119.96
4 Adobe Acrobat Software	4/25/2013	\$ 180.00
Quick Books 2012 with 3 seats	9/3/2013	\$ 65.00
1 Printer	9/5/2013	\$ 80.00
8 Nano Mice & 8 Laptop Bags	9/11/2013	\$ 138.36
1 Laptop	9/11/2013	\$ 760.00
8 Microsoft Office 2013	10/25/2013	\$ 192.00
4 Laptops	10/28/2013	\$ 1,740.00
4 Nano Mice & 4 Laptop Bags	10/28/2013	\$ 99.82

III. Sales

- A. The 2012/2013 fiscal year experienced an increase with literature sales. During the year total literature sales were \$399,380.15. Total sales of gift items were \$107,931.08
- B. NCRSO sales at NCCNA were successful again this past year. We sold \$ 15,836.83 worth of literature and gifts during the four days onsite in Santa Clara, California.

IV. BOD Members and Office Personnel

- A. The BOD started the year with seven active members, added four more members and had one resignation. Currently we have 1 Direct Elect one year term and 2 two year pool seats open.
- B. The BOD hired a full time warehouse manager and in April 2013 the BOD brought the temporary Office Manager on as a salaried full time employee.
- C. The BOD continued to work closely with NCCNA on fiscal management of the convention. This continued partnership between the two committees continues to grow. The first registration required convention was financially successful.

V. Challenges and Accomplishments:

Challenges:

- A. It has become increasingly challenging in this ever changing world of technology to find volunteers who are qualified in the area of Information Technology.
- B. Because of the knowledge needed in the world of banking and the Regional Service Office's (hereinafter know as RSO) use of QuickBooks, it is equally challenging to fill the Treasurer and Assistant Treasurer positions on the BOD.
- C. The BOD has been working towards having all entities, the Regional Service Committee (hereinafter known as RSC), NCCNA and the RSO being on the same accounting systems.

Accomplishments:

- A. The RSC, NCCNA and the BOD have successfully worked at becoming united as cohesive working committees.
- B. The BOD hired two full time employees with benefits.
- C. The RSO computer system was upgraded.

BUSINESS PLAN FOR FISCAL YEAR: 2013-2014 GOALS

- A. RSC/RSO/NCCNA continue collaboration
- B. Sign a new lease for the office
- C. Increase sales through outreach
- D. Facility/equipment improvements
- E. Mentorship/recruitment and retention
- F. Improve/create written processes/guidelines

LETTER FROM BOARD PRESIDENT
Fiscal Year 2013

I would like to thank the Northern California Region for allowing me to serve on the Board of Directors for the past three years. The committee has been run with ten board members for a few years. We have watched our sales slowly continue to grow this past year by 6.5%. “Living Clean the Journey Continues” is one of our big sellers and continues to contribute to our increase in sales.

This year has had its successes along with its challenges. As mentioned previously in last year’s report, we sought help from our fellowship seeking persons with a background in QuickBooks (QB). These dedicated members spent numerous hours researching the details of how information was entered in QB. These members were able to find the errors and reconcile our bank statements with QB. Through all this, the office continued to provide service to the fellowship.

We hired a temporary worker in July 2012 who was able to cross train with both warehouse and office duties. In September 2012 we hired her as the fulltime Warehouse Manager. We also hired an Office Manager through an employment agency who has become fulltime in April 2013. This allowed the NCRSO to once again qualify for a group health insurance policy.

We received a onetime donation of \$8,000.00 from the RSC which enabled us to purchase 6 computers and the required software, and peripherals: 4 laptops for the BOD and 2 PCs for the office.

On a personal note for someone who only came to a BOD meeting in December of 2009 to visit, I am truly honored to have served as a Board member for the NCRSO since July of 2010. This is the most humbling and gratifying service position I have served on. It is a committee that works together and builds character. I am not the person I was when I came to the board; the growth opportunities have been plentiful. I am continually presented with opportunities and challenges. This commitment has allowed me to make mistakes and stay teachable, feel inadequate and successful, and for that I thank the Northern California Region of Narcotics Anonymous.

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 BOD 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. Usually there are 10 to 12 people in attendance, including the liaisons from NCCNA and the RSC. Because of the size of the meetings, they are normally less formally run than most other service committees allowing time for brainstorming and lengthy discussions, when necessary.

Unlike other service committees, the Regional BOD 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. 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 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.
- 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,

Karen Roberds
Board President
NCRSO, Inc
2013/2014

Interested in learning more?
Email: rsopres@norcalna.org

NCRSO Board of Directors

The Northern California Regional Service Office Board of Directors has two one year direct elect seats available. If you'd like to qualify for this committee, attend the NCRSC meeting on the 2nd Saturday of every month except September, November and February for this fiscal year. Qualifications are normally held at 5 p.m. You'll need a service resume which is available online at www.norcalna.org.

The requirements for the BOD are as follows:

Candidates must qualify at the RSC meeting.

Minimum four (4) years clean time.

Has read and has an understanding of the NCRSO Bylaws; available online.

If you'd like to find out more about the various positions available on the Board 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.

2013 NCRSO BOARD OF DIRECTORS

Karen Roberds
President
One-Year Direct Elect
Term Expires 2014

Vacant
Vice President
Two-Year Pool Seat
Term Expires

Christi Garcia
Treasurer
Two-Year Pool Seat
Term Expires 2015

Myra Hicks
Asst. Treasurer
Two-Year Pool Seat
Term Expires 2015

Becky Goldberg
Secretary
Two-Year Pool Seat
Term Expires 2014

Barbara Miller
Insurance / Contract Negotiator
Two-Year Pool Seat
Term Expires 2015

Toni Nestore
Acting Vice President
Two-Year Pool Seat
Term Expires 2014

Daniel Milhoan
Sales / Inventory
Two-Year Pool Seat
Term Expires 2015

Aron Thompson
Office Operations / Personnel
Two-Year Pool Seat
Term Expires 2015

Leslie Fischer
IT coordinator
Two-Year Pool Seat
Term Expires 2015

Open Position
Member at Large

Open Position
Member at Large

LITERATURE SALES POLICIES

Sales Amount Range	Discount Structure	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 Charges (Based on sub-total before taxes)

Sales Amount Range	Charges
\$ 0.00 - \$ 150.00	7%
\$ 150.01 - \$ 500.00	6%
\$ 500.01 – and up	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.

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 (3) 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 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. Five days after mailing, the collection letter a phone call will be made to the person on file.
6. For Northern California NA Area or Regional accounts, a second letter will be hand delivered to the appropriate RCM at the next RSC meeting.

NOTE: If either the 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.
8. 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.

I have read and agree to the above information _____
 Chairperson Date

BUSINESS CREDIT POLICY

1. The NCRSO extends credit to established businesses.
2. New clients must pre-pay the first three (3) orders.
3. After three pre-payment orders, eligible clients may extend to net 30 terms if we have the following information.
 - a. A completed credit application must be on file with our office. 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 Board of Directors has agreed to re-instatement.
 - d. Accounts on credit hold due to nonpayment will remain so until payment is received.
 - e. The credit application on page 2 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 your application.

NCRSO Budget to Actuals FY2012 & FY2013

Profit & Loss

July 2011 through June 2013

	<u>Jul '11 - Jun 12</u>	<u>Jul '12 - Jun 13</u>	<u>13-14 Budget</u>
Ordinary Income/Expense			
Income			
110 · Sales			
112 · Gift Income			
112.1 · Gift Sales at RSO	105,502.93	103,615.74	106,250.0
112.3 · Gift Sales at NCCNA	6,110.41	3,695.24	3,750.00
112.4 · Sales of Previous NCCNA Mdse	285.12	620.10	0.00
112 · Gift Income - Other	<u>26.00</u>	<u>0.00</u>	<u>0.00</u>
Total 112 · Gift Income	111,924.46	107,931.08	110,000.0
113 · Freight			
113.1 · Shipping and Handling	35,597.54	40,528.41	42,000.00
113.2 · Will Call Handling	5,188.09	5,264.00	5,000.00
113.3 · Freight Claims	<u>0.00</u>	<u>151.10</u>	<u>0.00</u>
Total 113 · Freight	40,785.63	45,943.51	47,000.00
114 · Literature			
114.1 · Literature Sales at RSO	351,152.31	387,238.56	387,000.0
114.3 · Literature Sales at NCCNA	0.00	12,141.59	13,000.00
114 · Literature - Other	<u>11.40</u>	<u>0.00</u>	<u>0.00</u>
Total 114 · Literature	351,163.71	399,380.15	400,000.0
115 · PO Discounts	<u>117,893.39</u>	<u>140,872.64</u>	<u>140,000.0</u>
Total 110 · Sales	621,767.19	694,127.38	697,000.0
120 · Equipment Rentals			
121 · Cash Register Rental	200.00	230.00	200.00
121.1 · Cash Register Deposit	0.00	400.00	
123 · Safe Rental	50.00	50.00	50.00
124 · Bill Counter Rental	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>
Total 120 · Equipment Rentals	275.00	705.00	275.00
130 · Facility Rent	28,150.00	30,100.00	30,000.00
140 · Insurance Income			

141 · Insurance Certificate	7,060.00	7,515.00	8,000.00
142 · General Liability Reimb - RSC	<u>13,223.00</u>	<u>13,614.00</u>	<u>13,700.00</u>
Total 140 · Insurance Income	20,283.00	21,129.00	21,700.00
150 · Interest	18.70	13.79	20.00
170 · Area Phone lines (Reimbursement)			
170.1 · Alameda Area Phone	1,015.64	1,321.78	0.00
170.2 · Contra Costa Area Phone	684.50	742.47	0.00
170.3 · Napa Solano Phone	1,569.27	1,093.08	0.00
170 · Area Phone lines (Reimbursement) - Other	<u>0.00</u>	<u>0.00</u>	<u>2,400.00</u>
Total 170 · Area Phone lines (Reimbursement)	3,269.41	3,157.33	2,400.00
180 · Miscellaneous Income			
181 · Donations	1,281.92	910.06	500.00
185 · Bad Check Payment	324.18	0.00	100.00
186 · Bad Check Bank Charge Payment	28.00	0.00	0.00
187 · RSO Traveling Booth	0.00	250.00	0.00
180 · Miscellaneous Income - Other	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>
Total 180 · Miscellaneous Income	3,634.10	1,160.06	600.00
190 · NCRSC			
191 · RSC 1-time supplemental income	<u>0.00</u>	<u>8,000.00</u>	
Total 190 · NCRSC	0.00	8,000.00	
200 · NCCNA			
201 · NCCNA Sales Tax Received	3,850.25	0.00	3600.00
203 · BOD Room Reimbursement	1,927.38	1,524.84	3,000.00
204 · RSO Booth Start Up	<u>0.00</u>	<u>2,000.00</u>	
Total 200 · NCCNA	<u>5,777.63</u>	<u>3,524.84</u>	<u>6,600.00</u>
Total Income	683,175.03	761,917.40	758,595.0
Cost of Goods Sold			
5000 · Cost of Goods Sold	<u>473,311.51</u>	<u>523,694.82</u>	<u>515,000.0</u>
Total COGS	<u>473,311.51</u>	<u>523,694.82</u>	<u>515,000.0</u>
Gross Profit	209,863.52	238,222.58	243,595.0
Expense			
300 · Bank Expenses			
301 · Bank Service Charges			

301.1 · Banking Fees	1,775.07	1,401.69	1,500.00
301.2 · Credit Card Fees	3,635.17	4,596.17	5,000.00
301.3 · Online Credit Card Fees	1,100.10	811.42	1,000.00
Total 301 · Bank Service Charges	6,510.34	6,809.28	7500.00
300 · Bank Expenses - Other	3,183.84	0.00	0.00
Total 300 · Bank Expenses	9,694.18	6,809.28	7,500.00
310 · Accounting Services	1,739.84	7,154.31	8,000.00
320 · Area Phone lines			
320.1 · Alameda Tri Area Phone	0.00	1,191.21	0.00
320.2 · Contra Costa Phone	0.00	680.05	0.00
320.3 · Napa Solano Area Phone	0.00	814.35	0.00
320 · Area Phone lines - Other	2,935.25	0.00	2,400.00
Total 320 · Area Phone lines	2,935.25	2,685.61	2,400.00
330 · Convention Expense			
331 · Hotel Room-Special Workers/RSC Rep			1000.00
331.1 · Per Diem - Special Worker	0.00	150.00	0.00
Total 331 · Hotel Room-Special Workers/RSC Rep	0.00	150.00	1000.00
332 · Raffle Item	0.00	312.00	150.00
334 · NCCNA Merchandise Sales Tax	0.00	3,851.14	3,600.00
335 · Post Closing Convention Expense	83.02	110.30	500.00
336 · Convention Booth Phone/Elect.	0.00	1,082.40	1000.00
337 · RSO Booth Start Up	0.00	2,000.00	0.00
338 · On Site Expenses	0.00	512.01	0.00
339 · RSO Traveling Booth	0.00	250.00	0.00
330 · Convention Expense - Other	2,011.51	0.00	0.00
Total 330 · Convention Expense	2,094.53	8,267.85	6,250.00
340 · Directors Expense			
341 · Mileage	6,160.71	5,086.87	6,000.00
342 · Parking	482.00	0.00	500.00
343 · Rooms (Convention)	5,506.80	0.00	6,000.00
344 · Travel	187.00	0.00	200.00
345 · Supplies	220.62	23.24	250.00
340 · Directors Expense - Other	35.00	0.00	0.00
Total 340 · Directors Expense	12,592.13	5,110.11	12,950.00
350 · Employment Expenses			

351 · Health Insurance	10,835.35	3,427.88	9,600.00
352 · Payroll Services	9,353.66	12,308.07	1,500.00
353 · Salary	59,552.18	62,937.77	75,000.00
354 · Taxes	9,253.78	8,093.98	14,000.00
355 · Travel Reimbursement	0.00	17.71	200.00
356 · Continuing Education	0.00	32.79	0.00
Total 350 · Employment Expenses	88,994.97	86,818.20	100,300.0
360 · Insurance			
361 · Executive Risk	2,650.50	3,712.00	1,400.00
362 · General Liability	8,692.00	10,707.00	10,057.00
363 · Cost of Riders	0.00	1,354.00	3,643.00
364 · Workers Compensation	2,548.00	921.00	1,434.00
Total 360 · Insurance	13,890.50	16,694.00	16,534.00
370 · Handling Costs			
371 · Incoming Freight	7,291.04	9,284.47	9,300.00
372 · Outgoing Freight	21,588.96	29,814.63	30,000.00
373 · Packaging Supplies	1,014.07	1,585.13	1,700.00
Total 370 · Handling Costs	29,894.07	40,684.23	41,000.00
380 · Inventory Adjustment Expense	-878.07	-5,015.50	0.00
400 · Office Expenses			
401 · Security	608.12	598.56	600.00
402 · Maintenance and Repairs	277.43	596.98	600.00
403 · Janitorial	0.00	0.00	0.00
404 · Computer Expense	796.39	6,042.92	1,000.00
406 · Equipment Purchases	187.30	0.00	200.00
407 · Equipment Repairs	346.91	0.00	600.00
408 · Garbage	1,179.74	1,430.89	1,500.00
409 · Gas & Electric	6,315.29	4,099.85	4,500.00
410 · Office Supplies	1,765.63	1,622.69	2,000.00
413 · Telephone	2,668.17	1,638.26	1,800.00
414 · Rent	24,397.10	25,044.00	28,000.00
415 · Pest Control	285.00	665.00	500.00
417 · Postage	264.00	552.82	300.00
418 · Licenses and Permits	144.45	340.69	375.00
422 · Bank Check Purchase	0.00	45.73	0.00
400 · Office Expenses - Other	-99.00	0.00	0.00
Total 400 · Office Expenses	39,136.53	42,678.39	43,975.00
450 · Copy Machine Costs			

451 · Copy Machine Rental	4,478.86	4,198.19	4,500.00
452 · Copy Paper	273.04	313.44	500.00
453 · Ink Supplies	0.00	20.00	200.00
454 · Copy Machine Maintenance	<u>283.92</u>	<u>142.78</u>	<u>300.00</u>
Total 450 · Copy Machine Costs	5,035.82	4,674.41	5,500.00
460 · RSC Donation	-15.00	701.85	
470 · Web Site			
471 · Website Hosting	480.00	518.35	480.00
472 · Website Development	661.25	0.00	100.00
473 · Website Maintenance	<u>0.00</u>	<u>145.50</u>	<u>100.00</u>
Total 470 · Web Site	1,141.25	663.85	680.00
490 · Unbudgeted Expenses	0.00	0.05	0.00
500 · Sales Tax Expense	-111.23	650.41	0.00
520 · Advertising	0.00		500.00
66100 · Cleaned up Item Adj. Expense	0.00	1.03	0.00
66900 · Reconciliation Discrepancies	<u>142.87</u>	<u>1,428.62</u>	<u>0.00</u>
Total Expense	<u>206,287.64</u>	<u>220,006.70</u>	<u>241,989.0</u>
Net Ordinary Income	3,575.88	18,215.88	-1,994.00
Other Income/Expense			
Other Income			
998 · NCCNA Reimbursed Expenses			
998.4 · NCCNA Operational Expense	<u>208.27</u>	<u>321.00</u>	
Total 998 · NCCNA Reimbursed Expenses	<u>208.27</u>	<u>321.00</u>	
Total Other Income	208.27	321.00	
Other Expense			
Miscellaneous	66.73	0.00	
997 · NCRSC Reimbursable Expense			
997.4 · NCRSC Operational Expense	<u>-459.42</u>	<u>-43.16</u>	
Total 997 · NCRSC Reimbursable Expense	-459.42	-43.16	
999 · NCCNA Reimbursable Expense			
999.4 · NCCNA Operational Expense	<u>101.00</u>	<u>325.00</u>	
Total 999 · NCCNA Reimbursable Expense	<u>101.00</u>	<u>325.00</u>	
Total Other Expense	-291.69	281.84	

	<u> </u>	<u> </u>	
Net Other Income	499.96	39.16	
	<u> </u>	<u> </u>	
Net Income	4,075.84	18,255.04	- 1,994.00

LETTER FROM NCCNA CHAIR

The Northern California Convention of Narcotics Anonymous (NCCNA) committee held its 35th annual celebration of recovery in San Jose, California in March of 2013.

As the first badge-required event, the overall number of registered attendees was consistent with the approximately 3500 attendees number for the past 7 years. 3896 registrants attended NCCNA 35.

Expenses were held to \$41,876 under the proposed budget.
Income exceeded the proposed budget by \$27,267.
That led to a profit of \$72,216.

The profit was not primarily due to an increase of revenue for NCCNA 35 but was mostly due to a reduction in expenses. NCCNA 34's income was \$245,199. Income was down \$45,000 from NCCNA 34 to NCCNA 35.

Overall the event was a success financially.

Most importantly, 280 newcomers were given free packets and entrance to the event.

The NCCNA XXXVI committee began meeting in April of 2013. This year's committee has set the budget very close to the preceding year with the intention of being very diligent, as was the previous committee, in minimizing expenditures.

The amount of contracted space for NCCNA 36 was decided on 3 years earlier when the contract agreement was written. NCCNA 36 will make adjustments where possible and needed.

The merchandise expense was cut by 5%.

The expected merchandise income was cut by 40%

Putting on a "Spiritual Celebration of Recovery" has and always will be the primary goal of the NCCNA committee. However, because we are entrusted with such a large amount of our fellowship's money, we must conduct this celebration using sound financial principles.

NCCNA has a history of making substantial impact on the addict that still suffers. We have over 200 newcomer packets available to start the event, so it is most likely that all newcomers will have entrance to the event.

In keeping with the Ninth Concept, "Our fellowship's service structure is founded on the unity of our groups; to maintain that union, we must have regular communications throughout Narcotics Anonymous." NCCNA 36 intends to continue having open communication between the RSO, RSC and NCCCNA, which maintains service accountability as it has the past three years.

NCCNA 36 creates an atmosphere in the spirit of unity and cooperation among the committee and with the other service bodies to support our primary purpose in carrying our message of recovery.

Thank you,

Nicolette Martin
Northern California Convention of Narcotics Anonymous Chairperson

NCCNA FINANCIALS

	35 Budget	Variance	Total w/variance	Actual	Difference
INCOME					
Registrations	115000.00	0.00	115000.00	127615.00	-12615.00
Comedy Show	18750.00	0.00	18750.00	20089.00	-1339.00
Live Music	9000.00	0.00	9000.00	4490.00	4510.00
Bingo	5000.00	0.00	5000.00	4650.00	350.00
Golf	2850.00	0.00	2850.00	2925.00	-75.00
5K Run	1250.00	0.00	1250.00	1750.00	-500.00
LGBT	0.00	0.00	0.00	6090.00	-6090.00
Ice Cream Social	0.00	0.00	0.00	0.00	0.00
DJ Dance	0.00	0.00	0.00	0.00	0.00
Hypnotist	0.00	0.00	0.00	0.00	0.00
Illusionist	0.00	0.00	0.00	0.00	0.00
Movie Night	0.00	0.00	0.00	183.00	-183.00
Riverboat Cruise	0.00	0.00	0.00	0.00	0.00
Merchandise Sales	58000.00	0.00	58000.00	56447.00	1553.00
Newcomer Money	12135.20	0.00	12135.20	7306.39	4828.81
Onsite Vendors	4500.00	0.00	4500.00	5206.00	-706.00
Jewelry Vendor	2500.00	0.00	2500.00	3332.00	-832.00
Recording Vendor	1500.00	0.00	1500.00	1773.00	-273.00
Misc Vendors	500.00	0.00	500.00	101.00	399.00

	35 Budget	Variance	Total w/variance	Actual	Difference
EXPENSE					
Total Arts & Graphics	23766.00	1302.00	25068.00	17922.46	7145.54
Total Entertainment	28716.00	0.00	28716.00	23949.11	4766.89
Total Executive	68090.00	315.00	68405.00	60932.13	7472.87
Total Host	36266.00	0.00	36266.00	31284.64	4981.36
Total Merchandise	66501.00	1150.00	67651.00	54814.55	12836.45
Total Program	11291.00	0.00	11291.00	8494.16	2796.84
Total Registration	4866.00	100.00	4966.00	3089.03	1876.97
Total Income	245435.20	0.00	245435.20	264950.90	-19515.70
Total Expenses	239496.00	2867.00	242363.00	200486.08	41876.92
Net Income	5939.20	-2867.00	3072.20	64464.82	-61392.62

LETTER FROM THE NCRSC CHAIR

To the Fellowship of the Northern California Region of Narcotics Anonymous,

It is with humility that I have accepted the honor of serving the Northern California Region of Narcotics Anonymous as Chairperson.

We, the Regional Service Committee, are truly a service committee. We provide services to the member Areas of the Region to a level that I have never witnessed before in Narcotics Anonymous.

Our policy of annually inventorying our service efforts and creating goals for the upcoming year has created an exceptional focus for our committee. Our current Acton Plan, derived from that process, entails 10 goals that we have created a process to complete. We have initiated a series of 'Train The Trainer' sessions during the RSC meetings.

We have a number of Working Groups created to achieve some of our goals. These include; a continuation of the Webhosting project, a Money Matters group which is tasked to improve the way that the three Regional Committees report financially, a Group to facilitate a Service Convention (WSLD) in addition to our annual recovery convention, groups to facilitate the CAR (Conference Agenda Report) workshops for our members.

As mentioned above, in addition to our annual Regional Convention we are hosting a Service convention this year as well. With thirty five years of convention hosting experience we have a competent pool of volunteers to draw from.

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.

I feel that through the application of the principles embodied in our Twelve Concepts of Service, the three Regional Committees are working better together in our efforts to achieve our common goal: Carrying the Message of Recovery to the Addict, Every Addict.

Together we can,
Tim Adams
NCRSC Chair

NCRSC PROFIT AND LOSS 2012-2013

	<u>TOTAL</u>	
	<u>Jul '12 - Jun</u>	<u>12-13</u>
	<u>13</u>	<u>Budget</u>
Income		
1 · DONATIONS - RSC Income		
100 · Area Donations		
101 · American River Area	1,964.56	
102 · Contra Costa Area	5,225.00	
103 · East Bay Central Area	1,316.00	
104 · East Bay North Area	860.00	
105 · Greater San Jose Area	156.73	
107 · Lake County Area	900.00	
108 · Marin County Area	4,346.28	

109 · Medocino County Area	2,557.58	
110 · Mission Peak Area	3,412.43	
111 · Monterey Area	3,363.99	
112 · Napa/Solano Area	4,415.67	
113 · 916 North Area	600.00	
114 · Peninsula Area	550.00	
115 · River Cities Area	1,214.24	
116 · Sacramento Area	935.29	
117 · San Francisco Area	550.00	
118 · Santa Cruz Area	1,873.50	
119 · Shasta Area	276.05	
120 · Sierra Foothills Area	3,033.33	
121 · Sonoma County Area	4,098.04	
122 · Area De Habla Hispana Del Norte	650.00	
Total 100 · Area Donations	42,298.69	47,856.00
200 · Group Donations		
143 · Los Gatos Home Group - GSJO Are	576.42	
204 · Orland Mustard Seed Group	39.25	
207 · Elk Grove Home Group (Sac)	74.51	
211 · We do recover (Sonoma)	505.00	
212 · Stepping Fearlessly-MP	16.25	
213 · Sunday night serenity ARANA #92	413.00	
214 · Echoing in recovery-Peninsula	112.00	
218 · Belmont Hills Group	40.68	
222 · Group 66 - Monday Grab Bag Meet	68.75	
223 · "Easy Does it Group" (Vallejo)	70.00	
227 · NA Nooners Group	422.52	
228 · Back to Basics (Sonoma)	50.00	
230 · Back to Basics Cotati	137.00	
237 · Friday Night Fix It	38.00	
239 · Breakfast 4 Recovery (Am River)	47.80	
240 · Just Stay Group - GSJO Area	179.77	
241 · Life on Life's Terms - 916 No	47.00	
242 · Time & Change - Sacto	21.18	
243 · Group 82 - Elk Grove	17.57	
200 · Group Donations - Other	480.30	
Total 200 · Group Donations	3,357.00	3,829.00
300 · Individual Member Donations	834.91	
400 · NCRSO Inc Donation	58,314.17	
1 · DONATIONS - RSC Income - Other	775.39	
Total 1 · DONATIONS - RSC Income	105,580.16	52,385.00
900 · Savings Account Interest Income	32.61	
Total Income	105,612.77	52,385.00

Expense

1000 · ADMINISTRATIVE COSTS		
1010 · Telecommunications	424.84	475.00
1020 · RSC Supplies	340.50	100.00
1050 · Rent (RSO Subsidy)	21,000.00	21,000.00
1060 · Travel		
1060.01 · FST Mileage	2,806.10	3,350.00
1060.03 · RCM Mileage	2,633.29	2,058.00
1060.04 · RCM Hotel	522.03	580.00
1060.05 · H&I Mileage	0.00	372.00
1060.07 · PR Mileage	0.00	250.00
Total 1060 · Travel	<u>5,961.42</u>	<u>6,610.00</u>
1070 · Equipment		
1070.01 · Equipment & Software	836.72	
** 1070.02 · Motion #11-5-12 Portable Screen	298.25	
** 1070.03 · Motion 09-4-12 New H&I Display	500.00	
** 1070.04 · #04-11-13 New Printer RSC Treas	88.00	
Total 1070 · Equipment	<u>1,722.97</u>	
1090 · Banking Fees		
1090.01 · Banking Fees	20.00	
1090.03 · Bounced Check Fees	191.70	
Total 1090 · Banking Fees	<u>211.70</u>	
Total 1000 · ADMINISTRATIVE COSTS	29,661.43	28,185.00
2000 · Routine Fellowship Support		
2010 · Institutional Literature Fund		
2010.01 · H&I Literature	0.00	300.00
2010.02 · PR Literature	299.66	300.00
Total 2010 · Institutional Literature Fund	<u>299.66</u>	<u>600.00</u>
2015 · Regional Fire Camp		
2015.01 · Mileage & Hotel	139.00	1,000.00
2015.02 · Literature & Supplies	1,547.58	900.00
Total 2015 · Regional Fire Camp	<u>1,686.58</u>	<u>1,900.00</u>
2020 · Professional Events		
2020.01 · Fees	1,000.00	1,500.00
2020.02 · Mileage	0.00	150.00
2020.03 · Hotel	0.00	150.00
Total 2020 · Professional Events	<u>1,000.00</u>	<u>1,800.00</u>
2030 · ASC Emergency Fund	0.00	100.00
2050 · NCCNA - Fellowship Support		

2050.01 · NCCNA Mileage	304.15	250.00
2050.02 · NCCNA Hotel	521.86	550.00
2050.03 · NCCNA Supplies	169.79	200.00
2050.04 · #02-2-13 Skype for NCCNA XXXV	393.56	
Total 2050 · NCCNA - Fellowship Support	<u>1,389.36</u>	1,000.00
2080 · Regional Insurance Policy Reimb	13,639.00	15,000.00
Total 2000 · Routine Fellowship Support	<u>18,014.60</u>	20,400.00
3000 · Zonal & WSC Travel Activities		
3020 · WS Zonal Forum - Up to 2 people	450.94	600.00
3050 · WS Learning Days - Up to 4	1,339.33	2,000.00
Total 3000 · Zonal & WSC Travel Activities	<u>1,790.27</u>	2,600.00
4000 · NAWS Donation	29,143.02	1,200.00
4100 - NCRSO Donation	8,000.00	
4500 · DISCRETIONARY EXPENSES		
5000 · NCRSC FELLOWSHIP DEVELOPMENT		
5010 · FD Travel Requests		
* 5010.32 · #32 - TAC 2013 PR/Hi Wkshp	630.14	
* 5010.33 · #33 - 916 ASC Inventory 11-2012	48.30	
* 5010.34 · #34 - SF WWFD Present 07-2012	55.00	
* 5010.35 · #35 - EBNo Wkshp 07-2012	36.40	
* 5010.36 · #36 - EBCen ASC Invntry 09-2012	93.62	
* 5010.37 · #37 - CAPPCA Conf 09-2012	342.46	
* 5010.38 · #38 - EBNo Wkshp #2 12-2012	52.55	
* 5010.40 · #40 - Sonoma PPS Wkshp 04-2013	87.60	
* 5010.41 · #41 - Sierra SSP Wkshp 04-2013	162.55	
* 5010.43 · #43 - BTGap Wkshp 03-2013	314.22	
* 5010.46 · #46 - MsnPk ASC Invntry 06-2013	49.70	
Total 5010 · FD Travel Requests	<u>1,872.54</u>	
Total 5000 · NCRSC FELLOWSHIP DEVELOPMENT	1,872.54	
7000 · NCRSC Motions		
** 7000.01 · #09-1-12 Veterans Literature	510.73	
** 7000.02 · #09-2-12 Vietnamese Literature	190.00	
** 7000.03 · #11-3-12 Florida Sympos 2013	2,140.24	
** 7000.08 · #09-7-12 ASC Unity	177.10	
Total 7000 · NCRSC Motions	<u>3,018.07</u>	
8000 · NCRSC Project Proposals		
*** 8000.09 · #9 - Peninsula NA 101 01-2013	864.23	
*** 8000.15 · #15 - Svc Jam MultiArea 05-2013	872.95	
Total 8000 · NCRSC Project Proposals	<u>1,737.18</u>	
Total 4500 · DISCRETIONARY EXPENSES	6,627.79	

Total Expense	93,237.11	52,385.00
Net Income	12,375.66	0.00

* FD Travel Requests are approved by Fellowship Services Team on an as requested basis, dependent on funds availability.

** Expenditures approved via motion at the RSC

*** Project Proposals are approved by the RSC, dependent on funds availability.

2012-2013 Approved NCRSC Budget

Error! Not a valid link.