

## Motion Form

**Motion #:** 10-1

**Date:** 10-14-12

**Mover:** Wes. S

**Seconded:** Mike P.

### Intent

The intent of this motion:

- (1) Change Treasurer's term to coordinate with the fiscal year term.
- (2) Ensure that the end of each treasurer's term also includes a "fiscal year close out report" in order for the A.S.C. to develop an annual budget that reflects the years previous income and expenses.
- (3) Change policy guide to clarify the Regional and World Service Donations, ensure that the NDANA sub committees budgets are protected throughout the fiscal year, and remaining funds are donated on a more frequent basis.
- (4) Have an appropriate prudent reserve amount.

Wes S. has meet with Jeff H. and Bill M. who both serve on CARNA to look at what was being done on the regional level. Wes also met with Jim M. and John M., the previous two treasurers for NDANA to develop a group conscience on this motion.

### Motion

Motion to change NDANA policy guide 2012

Delete the following:

- (1) "Terms and Elections", Treasurers term page 6
- (2) In it's entirety section "Treasurer Responsibilities", page 11-12
- (3) In it's entirety section "Donations", page 8-9.
- (4) In it's entirety section "Prudent Reserve", page 9.

Insert the following:

- (1) "Treasurers Term" (page 6)
  - a. **Change 'Area Treasurer' term from December to February**
- (2) "Treasurer Responsibilities" (page 11-12)

- I. Maintains NDANA checking account (dual signatures required from among Chair, V. Chair, & Treasurer), brings checkbook and records to each A.S.C., and issues checks for approved expenses.
- II. Collects group donations at A.S.C. and gives receipts.
- III. Validates monthly Literature detailed receipt and double counts money received.
- IV. Provides verbal and written report at A.S.C. See APPENDIX VI.
- V. Performs an account audit between the January A.S.C. and February A.S.C. with the NDANA Executive Committee and has account in order for easy transition to next Treasurer.
- VI. Presents a “fiscal year close out report” at the February ASC, which includes total amount of; 7<sup>th</sup> tradition income, literature income, sub committee expenses, misc. expenses (money matters, etc.), and anything else that would assist the A.S.C. in doing an analysis for approving a new fiscal year budget.
- VII. Submits donations to Regional and World service per policy.
- VIII. Maintains subcommittee budgets (annual budget, year-to-date accrued, year-to-date spent, year-to-date returned, available budget, remaining unaccrued),
- IX. Pays 1/3 of the Unified Phone line budget (whatever that may be, usually \$40-\$70 a month.
- X. Pays rent monthly to the host of ASC, based on agreed amount.

(3) “Prudent Reserve” (insert on page 8 before “donations”)

What is a Prudent Reserve?

- A prudent reserve is an amount of money put aside for use in extraordinary circumstances. It is not held for us in normal circumstances.

What kind of extraordinary circumstances is it used for?

- If, for some reason, the ASC finds itself without funds whatsoever
- Your expenses increase dramatically unexpectedly
- You receive no income, or much less than normal expected income

NDANA Treasurer shall maintain a monthly prudent reserve of \$1,500.00.

(4) “Donations” (insert on page 8-9)

NDANA A.S.C. shall have the following donation policy toward the Central Atlantic Region Narcotics Anonymous (CARNA) and Narcotics Anonymous World Service (NAWS);

Treasurer shall donate 70% of unallocated funds to CARNA bi-monthly. Bi-monthly donation should be made on the months that CARNA DOES NOT meet. **Allocated**

funds include prudent reserve, un-cleared checks and accrued NDANA sub committee budgets.

Accrued budgets are defined as the amount of money that each sub committee has earned (accrued) through a given month.

At the end of the fiscal year (January 31st) NDANA Treasurer shall close out the books by paying all outstanding invoices, reconciling all deposits, and transactions. Remaining funds less the prudent reserve, and un-cleared checks shall be donated in the following manner; 70% shall be donated to CARNA, 30% shall be donated to NAWS.

**Amendment:**

**Amendment Mover:**

**Seconded:**

**FOR:**

**Against:**

**Abstentions:**