

Motion: To make the following changes to NDANA policy:

Intent: To make the recommended policy changes from the AdHoc committee on subcommittee bank accounts to provide a sufficient solution for the use of bank accounts by sub committees that balances appropriate oversight and sufficient ease of use that does not involve the use of personal bank accounts to collect money at NA functions and events

Add the following to the respective responsibilities sections:

Treasurer: **Administer all NDANA funds and financial activities in accordance with the Monetary section of these Policies and Procedures.**

- **All subcommittees:** Change from, “Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one” to “Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one. **Reports must include the financial report detailed under Financial Reporting.**”

1. Area Service Procedural Policy – “Monetary”

a. Bank and Financial Accounts

For purposes of this policy, a bank or financial account includes checking accounts, savings accounts, certificates of deposit, money market accounts, electronic payment accounts (such as PayPal or Venmo), investment accounts, or any other account established to hold, receive, disburse, or manage NDANA funds.

i. Authorization & Ownership

1. No bank or financial account shall be opened, maintained, or used in the name of NDANA, any NDANA subcommittee, or for the purpose of conducting NDANA business without prior authorization by the Area Service Committee through a housekeeping motion.
2. The opening, closing, or transfer of any bank or financial account from one financial institution to another shall require prior approval by the Area Service Committee through a housekeeping motion.
3. All bank and financial accounts used for NDANA business shall be opened and maintained solely in the name of NDANA or an authorized NDANA subcommittee and shall use only the official NDANA tax identification number, or a tax identification number specifically approved for an NDANA subcommittee by the ASC, under the oversight of the Area Treasurer and Administrative Committee.

ii. Signatories

1. The ASC Treasurer, ASC Chair, and ASC Vice Chair shall be authorized signers on every bank or financial account held in the name of NDANA.
2. In the case of approved NDANA subcommittee bank accounts, the subcommittee chair will also be an authorized user/signer. One additional signer from the subcommittee may be authorized only by a two-thirds affirmative (2/3) vote of the GSRs through a housekeeping motion. It is recommended that all authorized signers have a minimum of two (2) years clean.

iii. Treasurer Oversight

1. The ASC Treasurer shall be provided full access to all authorized bank and financial accounts to fulfill their fiduciary responsibilities.
2. Bank statements, transaction records, and other financial documentation shall be made available to the ASC Treasurer in a timely manner.
3. The ASC Treasurer, alongside ASC Chair or Vice Chair, shall review the activity of all authorized bank and financial accounts, including subcommittee accounts, at least once each calendar month.
4. The Treasurer shall include in the monthly financial report the balance and a summary of all transactions for each authorized subcommittee bank and financial account.

iv. Financial Controls

1. Cash withdrawals and checks made payable to "cash" from any bank or financial account held in the name of NDANA are prohibited unless specifically authorized by the Area Service Committee through a housekeeping motion on a per-transaction basis.
2. Whenever possible, funds determined to have been received in error, including but not limited to donations from non-members or funds clearly not intended for NDANA, shall be corrected and returned.
3. No additional reimbursement or disbursement of funds shall be made to any trusted servant, member, or subcommittee until all required receipts and/or supporting documentation for previously disbursed funds have been submitted to the ASC Treasurer, unless otherwise authorized by the Area Service Committee through a housekeeping motion.

4. At least once each calendar month, all funds remaining in authorized NDANA subcommittee bank accounts shall be transferred to the primary NDANA operating account unless otherwise authorized by the Area Service Committee through a housekeeping motion.

b. ASC Checking Account

- i. A debit card shall be issued to the Treasurer for the purposes of conducting area business.
- ii. The Treasurer shall track all expenses charged to the card and submit receipts for all transactions, each accompanied by a Funds Request Form, at Area Service the month following the date of the transaction.
- iii. No personal expenses may be charged to the debit credit card, and any “points” earned on card expenditures will be retained by the area.
- iv. Abuse of any portion of this policy will result in cancellation of the debit card and penalties up to and including dismissal from their position.
- v. The Treasurer shall cancel and surrender the debit card to the Chair at the end of their term.
- vi. All checks written by the area will have dual signatures from the Treasurer, Chair, and/or Vice Chair; neither of the two signatures can be of the individual requesting funds.
- vii. If funds are requested electronically there must be a phone call or in person confirmation. Also, an email to ASC executive committee members for oversight.
- viii. Subsequent to election of a new trusted servant for any of those three positions, the following procedure will be followed:
 1. A printed copy of the most recent ASC minutes — on NDANA letterhead and including the full name, as displayed on the individual’s government ID, of each person to be added or removed — will be taken to a local branch of the bank at which NDANA holds its checking account.
 2. All those being added to the account documents will accompany at least one person already on the account to request an update of the Deposit Account Resolution and Authorization for Business Entities (“DARA”) and Signature Card. NOTE: Individuals being removed from the account documents need not attend.

c. Financial Reporting

i. Treasurer Report

1. Each month the area treasurer shall provide a financial report to Area Service. See Appendix for Sample Report. The report shall, at minimum, contain the following pieces of information. SEE APPENDIX VI.

a. Income

i. The total 7th Tradition received during the prior ASC

ii. The total Literature purchased during the prior

ASC iii. Other income

b. Expenses

i. Any expenses paid out since the prior ASC, detailed per line item within the area policy budget.

ii. The method that expenses were paid out (Cash/Check/Debit Card)

iii. The total amount of expenses paid out

c. Area Escrow Accounts/ Ledgers

i. A table which includes individual escrow account / ledger within the operating budget. The amounts of:

1. Total Annual Budget

2. YTD Accrued

3. YTD Spent

4. YTD Returned

5. Available Budget

6. Remaining Unaccrued

d. Forecasted Regional Donation

i. Donation to Region

ii. Donation to World

e. Any difference between amount of deposit and amount collected at Area Service, less cash amounts paid out

f. A copy of the monthly statement for every authorized NDANA bank and financial account.

2. Subcommittee Reports

a. Each month the subcommittee chair, in addition to the subcommittee report, shall also provide a financial

report to ASC. This report should contain, at minimum, the following pieces of information:

- i. Total income from any events from the last month
- ii. Total of all deposits made into the account in the last month
- iii. Receipts for all transactions and purchases made in the last month
- iv. Requests for funds for the next month including what these funds will be used for

d. Fiscal Year

- i. The Fiscal Year shall start on February 1st and end on January 31st of the following year.

e. Operating Budget

- i. An Operating Budget for the Executive Committee and all subcommittees shall be agreed upon by the ASC and updated as needed from time to time. For a sample operating budget see APPENDIX III.
- ii. Funds in the Operating Budget should be used to fulfill the duties of the Executive Committee and all subcommittees as listed within the policy handbook. Any other expenses are to be addressed in the Money Matters section of ASC
- iii. All NDANA funds shall be maintained only in bank or financial accounts authorized by the Area Service Committee. The ASC Treasurer shall maintain financial oversight of all authorized accounts, with oversight provided by the Executive Committee, in accordance with the Bank and Financial Accounts policy.
- iv. All income from any subcommittee events are to be deposited into their respective NDANA bank accounts within 7 calendar days of the completion of the event, and reported on at the next ASC meeting
- v. All expenses not accounted for in other sections of the Operating Budget shall be paid out of the Money Matters budget

f. Personal Checks & Cash

g. Prudent Reserve

h. Donations

i. GSR Assembly Carpool

j. ASC Rent

k. Receipts

I. Audit

- i. The NDANA ASC Executive Committee (Chair, Vice-Chair, Secretary, Treasurer and Vice Treasurer) members shall get together between the Dec ASC and the Feb. ASC and **conduct an audit of all bank and financial accounts held in the name of NDANA.** Then the Treasurer shall give a report at the Feb ASC with the results of the audit. See APPENDIX VI.