

FLASCNA MISAPPROPRIATION GUIDELINE

Revised 2015

PURPOSE

To safeguard Finger Lakes Area Service Committee of Narcotics Anonymous (FLASCNA) funds, property, and merchandise by the careful selection of trusted servants and by implementing safeguards for responsible fiscal management. This is to set guidelines for restitution and resolution, in keeping with the Twelve Traditions and Twelve Concepts, when safeguards fail. Misappropriation is defined in the dictionary (Oxford) as: “to take dishonestly” and as (Webster) “to put to a wrong use”. Misappropriation affects groups, service committees, world services, and the NA public image in our efforts to carry the message to the still suffering addict. The process necessary to deal with such incidents typically has long-term effects such as conflict between members, disunity, and disillusionment. These directly affect the message carried to the newcomer. The safeguards in this guideline protect our funds, property and merchandise, and protect us from our disease.

SAFEGUARDS

1. Subcommittees and the FLASCNA Moneyhandler are responsible for submitting monthly financial reports.
2. Audits are to be held in accordance with FLASCNA guidelines and whenever requested by groups.
3. Checking accounts must have four signatories with two signatures required for the issuance of any check.
4. Bank statements are to be reconciled monthly.
5. A second member needs to be present. Counting of funds, recording of amounts, and audits should never be undertaken unilaterally.
6. Bank deposits must be done within 48 hours.
7. Financial records must be readily available to all interested NA members.
8. Property and merchandise will be treated as carefully as cash.
9. Members elected to positions entailing fiscal responsibility will express understanding of these guidelines and sign such.
10. Financial procedures will be written into guidelines.
11. Any member with the required clean time will be responsible for the Narcotics Anonymous (NA) funds and merchandise. A second member handling NA funds or merchandise will have no less than 30 days of continuous clean time.

WHEN SAFEGUARDS FAIL

Our program of recovery provides every member with an opportunity to make responsible choices in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with misappropriation by encouraging the member in question to make amends, which can then provide healing for all involved. When money, property, or merchandise comes up missing, the following steps will be implemented.

1. A FLASCNA officer will be notified.
2. A meeting for alleged misappropriation will be scheduled. Attendees will be fully notified of the time, date and location of the meeting.

The attendees will be as follows: Area Facilitator

Area Assistant Facilitator

Area Notetaker

Area Moneyhandler

RCM

The Facilitator, Assistant Facilitator and Moneyhandler of the Subcommittee involved.

The individual in question

Up to two supporting persons to accompany the individual in question

If the Area Facilitator deems necessary during the questioning period, others who may have pertinent information may be called to the meeting to provide information.

3. At the meeting, the format will allow for everyone present to express their respective concerns. The Area Facilitator will facilitate the meeting, and accurate notes will be taken. There will be consideration of testimony, as well as “hard” evidence - checkbooks, audits, inventories, meeting minutes, etc. After all sides have been heard there will be allowed time for a break to allow each attendee to get in touch with his or her higher power. Following the break the attendees will be informed of the evidence and information that will be presented in the next step.

4. The facts as ascertained at this meeting will be reported at the next ASC. A decision as to whether misappropriation has occurred will be rendered by the ASC.

5. Based on that decision, a restitution agreement will be developed. The agreement will include regular payments at an interval acceptable to all involved, until the full amount is repaid. This document will be legally binding, utilizing legal advice, if necessary, and the document will be signed by the person in question, the subcommittee facilitator of the affected subcommittee, the Area Facilitator, and the Area Moneyhandler. The document will clearly state that if the restitution agreement is not adhered to, legal action will be taken. The terms of the restitution agreement will be reported back to the ASC.

6. A report about the situation will be published in FLASCNA minutes. Status of the progress of restitution will be reported regularly until the signed agreement is satisfied. Protecting the identity of the person is secondary to being accountable to the fellowship and being fiscally responsible with NA funds. We are to ensure that the person is not put into a position where he or she may do more harm.

7. Balancing spirituality with responsibility, the person will be removed from his or her service position officially at the date of the ASC meeting in which the misappropriation is determined. The person will not be considered for any service position for a period of two years following the completion of all restitution. The removal will be recorded in the ASC minutes.

8. If the individual does not appear at the alleged misappropriation meeting, we will ensure that every effort to contact the person is made. The meeting will be rescheduled if the individual does not attend. We will use registered mail and send a letter as to the time, date, and location of the meeting. The letter will inform the individual that there is a question of misappropriation and it is necessary for them to be present at the meeting. If the individual does not appear for the rescheduled meeting, the meeting will proceed without them and the facts ascertained will be presented to the ASC for a decision. Copies of the letter sent will be included in the ASC minutes.

9. If the person in question is found by the ASC to have misappropriated funds, property, or merchandise, and the person refuses to agree to restitution, OR, agrees and does not follow through with the agreement, OR, disappears, legal action will be taken.

10. This document is to be signed annually or when needed, for example, if a person is elected to a position mid-year. The signed document will be filed by the notetaker in the FLASCNA archives.

By signing this agreement, you express understanding of it, are in agreement with it, and are bound by it.

SIGNATURE _____

Mailing Address/Phone Number

Printed Name _____

WITNESS _____

Printed Name _____

WITNESS _____

DATE ____/____/____

Printed Name _____