

**THE DC AREA LITERATURE SUBCOMMITTEE
MISSION STATEMENT**

OUR MISSION STATEMENT

To provide the literature of Narcotics Anonymous in such a way that it reaches The hands of the addict at the lowest price possible

OUR VISION STATEMENT

To provide the lowest priced Narcotics Anonymous literature possible to anyone inside or outside of our fellowship who wishes to share and experience the message of recovery from active addiction that Narcotics Anonymous has to offer.

OUR SALES POLICY

There are NO credit terms available at any time.

Because we do not stock all World Service items, we will accept pre-paid orders.

All orders are to be paid for by cash, check or money order at time of sale.

All seventh traditions donations will be used to help to support other Subcommittee, such as H&I (Hospital & Institutions), PI (Public Information) and newly formed groups in need.

This subcommittee reserves the right of refuse service to any member group or GSR whom behaves in a threatening, nonprofessional manner.

This subcommittee reserves the right to refuse to accept a check from any group Or individual who has bounced a check in connection with a literature sales; we Will only accept cash from that group or individuals. Any un cleared checks have To be paid in full first and include all attached fees. (See returned check form)

However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to 'take measures to prevent it from happening in the first place.

Selecting trusted servants

Our Fourth Concept tells us how to select our trusted servants. "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us, or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is; irresponsible not to.

Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

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Responsible management ;

"NA funds are to be used to further our primary purpose, and must be managed responsibly." Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants. The Treasurer's Handbook is an excellent resource 'for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.

To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner.

DC AREA LITERATURE SUBCOMMITTEE TRUSTED
SERVANTS ACCORDING TO THE POLICY
MANUAL i

DC AREA LITERATURE SUBCOMMITTEE TRUSTED
SERVANTS DUTIES

CHAIRPERSON

Is responsible for purchasing literature and other supplies for the DC Area Literature Sub-committee and overseeing the smooth operations of the subcommittee including finances.

Duties includes: planning the agenda for, opening and conduction the monthly subcommittee meeting; representing the subcommittee at DCASC monthly meeting; calling in the literature order; getting literature from Baltimore delivering the literature to/from storage; coordinating storage company; obtaining needed supplies and represents the DC Area at the Literature bimonthly regional meeting. Acting as liaison with Sun Trust Bank and the subcommittee; securing bank information by phone and maintaining income and disbursement records.

Treasurer

Preparing the financial portion of the report to the area; maintaining and balancing the checkbook; depositing funds after literature sales; writing checks for purchases and expenses at the direction of Chair; Receives all monies(Cash, Money orders, and checks. Writes a receipt for Group purchases of literature and along with Chairperson reconciles Monies, receipts, and order forms after each the close of the monthly literature Sale. **VICE CHAIR** Support the Chair in all activities and acts as Chair in the Chair's absence. Duties include: supervising sales procedures during the ACS meeting; negotiating rental agreement; paying rent; and acting as liaison between meeting facility and the literature subcommittee.

SECRETARY

Is responsible for recording minutes of monthly business meeting, and assisting the Chair in preparing the order for the literature purchase.

LITERATURE SUB-COMMITTEE MEMBERS

The subcommittee encourages all of its members to have input into developing the new literature order at the business meeting and assists in all other areas of literature where needed including but not limited to sales, set-up, inventory, loading and unloading literature, payment of storage bill, getting copying done for upcoming sales, etc.

TRUSTED SERVANTS - POLICY NO. 12(a)

That the following be adopted in regard to the duties and responsibilities of the DCASC Literature Subcommittee Chairperson (lit. Chair):

- I. The Literature Chair is responsible for all items listed in Trusted Servants Policy No. 12.

The Literature Chair shall purchase conference-approved Narcotics Anonymous books, information pamphlets, key tags, medallions and other items from the Free State Regional Service Center (Baltimore, Maryland) for safe to NA groups and other persons at the DC Area meeting.

The Literature Chair shall maintain a prudent reserve of two-month's operating expenses in the Literature bank account, as funds will allow.

The Literature Chair shall rent a storage box for the items listed in it and for use by the DC Area as space allows.

The Literature Chair shall ensure that accurate records of all sales and purchases are kept and shall participate in biannual inventories as mandated by D.C. Area policy and scheduled by the Area Chair.

The Literature Chair shall work with the hospitals and institutions chair and Public Information Chair to have sufficient literature available for purchase for their subcommittee needs. The Literature Subcommittee may elect to donate items to these service bodies for their use, as funds allow. The amount currently is \$350.00 monthly. This should lessen the burden on the DCASC Budget. The Literature Subcommittee will supply the DCASC Public Information subcommittee with \$400.00 for their Bi-annual mail out campaign. (\$200.00 each mailing)

Need two people to sign-checks-DC Area Chair, Treasurer or Literature Chairperson

RECOMMENDATIONS FOR LITERATURE SUB-COMMITTEE POLICY

1. Fill order, verify and run tape to expedite checkout. Attach tape to order for viewing by person picking up order as to avoid confusion on order totals,
2. Budget set at beginning of term should reflect accurately all projected expenses. All expenses such as storage fees, rent, mileage, supplies, and printing should be paid from DCASC Literature Sub-committee account based upon GSR approved budget, and the yearly total should be added to the budget and broken down for two months be held as part of prudent reserve.
3. Determine, based upon previous sales, a standard inventory to be maintained on hand to better serve our groups. Order up to that amount to determine monthly prudent reserve. Use this amount and additional approved expenses to determine prudent reserve., which should be two months inventory and expenses
4. All expenses are to be paid by check and authorized by the Chairperson and /or Vice-Chair.
5. Bank Statements must be obtained monthly and should be accessed by the Chairperson and Treasurer to maintain accuracy of account. This should be done in person at bank or online access should be obtained.
6. Bank deposit should always equal amount received as calculated by receipt book except for change kept in till, that should be no more than \$30.00 to include 1-\$10 bill, 2-\$5 bill and 5-\$1 and \$5 change to start monthly sales drawer.
7. All Free State and other invoices must be paid immediately and checks should be written and signed by the two parties at DCASC monthly meeting and mailed.
8. Monthly sales reports and literature purchases should be maintained by Chairperson or literature sub-committee designate for easy viewing by all subcommittee members.
9. Create online order form and ordering to be placed at least 10 days before Area service and cut off should be 7 days prior to area service to allow for delivery of literature from Free State.
10. Supply need Literature for the DCASC H&I subcommittee in the amount of \$350.00 monthly.

11. Supply needed Literature to Public Information Subcommittee I for their Bi-annual mailing in the amount of \$200 per Bi-Annual Mailing, totaling \$400.00.

12. Established a policy on return checks that group and/or person whose name is on check cannot pay by check for 3 months, pay \$30.00 Returned Check fee and that only group checks and no personal checks will be accepted.

13. Institute as part of policy, that once the Determined Operating Expenses are established, all monies over the amount of Prudent Reserve is transferred to DCASC Treasury on a monthly basis.

14. A voting member is a member who attends two consecutive Literature subcommittee meetings. A member who attends two consecutive meetings can vote at the second meeting.

15. To handle money for the DCASC literature subcommittee, a person must be a voting member of this subcommittee and have at least one (1) year clean time.

16. All literature subcommittee deposits are made within 48 hours of Area Service meeting or next business day if said date is a holiday.

17. That the Operating expenses should include literature purchases for H&I, and PI. Also to include Expenses for supplies and that receipts are maintained for all expenses by Literature subcommittee.

18. That literature inventory shall be physically checked on a bi-monthly basis.

19. That the literature inventory records be kept on a monthly basis.

PROCEDURES FOR LITERATURE SALES SETUP

1. Table and chairs are setup for display of literature. (Four to six table may be used.)
2. Numbered order forms and box for completed order forms are placed on a designated table.
3. Blank order forms are placed on the literature table

DISTRIBUTION

1. A member submits a COMPLETED order form.
2. A number is stamped on order form (which is given to the member to identify the order) and the order form (which is placed in the box face down).
3. Orders are filled on a "first come, first serve basis", lowest number first. The person completing the order must enter their name or initials in the area displaying "filled by". Any change on the order form will be highlighted.
4. The order form is stapled to the completed order and given to a second person to verify order and totals.
5. After order and totals have been verified corrections are made if necessary and that person signs or initials the "order & Totals Checked By" area of the form.
6. The order is then placed in numerical order against the wall awaiting member pickup.
7. When someone arrives for receipt of their order the following should occur:

The stamped index card is presented to someone behind the literature table.

- That person then matches the number on the index card with one of the order forms attached to the orders against the wall.
- The member is then told the amount of the order and monies are received from the member equaling that amount.

The member is then given the order along with a receipt and then asked to verify them. If there are problems with the order they should be explained at this time. The completed order form is then filed away.

8. The H&I order is completed after all other literature sales are final. "H&I is Always the last order completed."

CLOSE OUT

1. At 2:15pm we stop receiving literature order forms.
2. We continue to complete any orders received before 2:15pm and distribute unclaimed orders upon retrieval by member(s).
3. A physical inventory is done while literature is reloaded into boxes.
4. The following distribution takes place:

The chairperson or Treasurer receives all monies (cash, money orders and checks).

Another member receives order forms for totaling. Another member receives the receipt book for totaling.

NOTE:

IF A GSR/member of NA has not picked up his/her order then the Literature chair or designate must wait until the area service meeting has ended to ensure that no group is without literature.

LITERATURE SUBCOMMITTEE TRUSTED SERVANTS' PROCEDURES FOR DAY OF SALES

BEGINNING SALES

Chairperson

The chairperson is responsible for coordinating delivery the entire literature inventory to the site on the day of sale. Either the Chair or the Vice Chair attends the administrative body meeting to share Sub-committee report and gather any information from the ACS that pertains to literature or its operations.

He/She then returns to literature table to oversee the smooth operation of the literature sales during the DCASC meeting. Only the Chair (except when the Chair is in the DCASC meeting submitting the report) is to take money and write receipts; the Vice Chair Checks each order for accuracy.

The chair is responsible for handling all disputes and/or problems during the monthly sale. Due to the pr-pay system developed by the Literature Subcommittee, order forms from prior sales for two month should always be available for backtracking unclaimed orders.

Vice-Chair

The Vice Chair is responsible for making sure the literature table is set up to make items accessible to the trusted servants filling order. He/she is also responsible for training workers at the sale table and overseeing the inventory process that months' sale has been completed. The Vice Chair assists in the reloading of leftover inventory into the Chair's vehicle for transport to the storage bin.

The co-chair should sit next to the chair and be the next-to-the-last person to process the order. The Chair wires the receipt after the order has been checked.

Either the chair or Vice Chair can fill out an expense request for the subcommittee's rent, make out to Miles CME Church in the amount of \$20.00 and \$54.00 for storage rentl; this should be done ASAP. **These amounts are not to be included in literature deposit. The ASC treasurer already records them.**

Treasurer

The Treasurer is responsible for the collection of monies and writing of receipts for monies collected from groups for purchase of literature. Reconciles along with Chair and other member of sub-committee all monies, receipts, and order forms after close of literature sales.

Trusted Servants-

The trusted servants (worker) are responsible for breaking down the lobby, retrieving the table from inside the DCASC meeting room, setting up the tables and card rack, and loading and loading and assisting the unloading of the literature inventory from the vehicle. Literature is to be placed on the table so that customers can visibly see what is available for purchase.

Blank order forms and numbers are placed at the beginning of the table next to the rack for completed orders; this is where the line forms. The worker is to assist when asked by a customer how to place their order. However, the worker is not to let the customer bog down the line during this process. The customer must get out of line and complete their order so the next person can conduct business. All customers are encouraged to take one blank order back to their group so that following month they can complete their order at their business meeting and THEN bring it in already completed.

The worker instructs customers to take a number and come back and pick up their order Between the hours of 12:00 noon and 2:15 pm. The sale table is then closed.

COMPLETION OF THE SALES DAY

The trusted servants notify the chair of any unclaimed orders.

The trusted servants being to count all items left after sales and records amounts on a blank order form; this is reviewed by subcommittee members at the business meeting in preparation for the new literature order for coming month.

The Chair OR Vice Chair and Treasurer count all cash and checks tendered from the month's safe; both parties should be doing this to insure accuracy of the count.

The money is then recorded on a deposit slip and witnessed by both; the cash and checks is placed in a plastic deposit bag (committee has no lock bag at present) and deposited no later than the Monday following sale day. The depositor should get a receipt for deposit it and it should be logged in the financial records book. *Although it is suggested that monies be deposited day of sale, night depositing it not encouraged.*

The literature is also taken to H Street Storage, Unit D406, and 4th floor. It is to be To be retrieved as close to the next sales date as possible can combined with the new Order. There are two keys to the storage unit held by Literature Subcommittee; the Chair has one key and the Vice chair has the other key.

BUSINESS MEETING

Third Thursday each month @ 900 15th Street, N.W. Suite B WASHINGTON, DC, from 6:30 PM-7:30PM

Meeting opens with the "we" version of the Serenity Prayer.

Review inventory on hand and tally new order bases on trends and cash available.

Discuss any issues that may have come up during prior sales. Order forms are totaled.

All written receipts are totaled and the total amount is compared to the amount derived from order form to determine accuracy of final cash deposit. Any new or old business discussed by subcommittee. Room is placed in the original condition it was found /

Meeting closes with the "we" version of the Serenity Prayer.

ORDERING AND PICK UP LITERATURE FROM SERVICE CENTER

The literature order is faxed before pickup from Baltimore Services Center. This is usually done the day after the business meeting. This gives them time to process the order and have it ready for pickup. This also helps the service center with any back ordering due to size of the literature order.

The Chair and or Vice Chair drive to Baltimore pick up the order. Order can also be delivered to designate address from Baltimore Service Center prior to Monthly Area Service Meeting.

The Chair goes to Staples or Kinko's to get order forms copied (usually 100) to have enough for customers to take a blank one back to their group for the next month's order.

New literature is to be processed before monthly meeting by Chair and or Vice-Chair with another literature sub-committee member. Information pamphlets, which are normally sold in bundles of 100, are broken down into smaller bundles of 10; key tags are bundled of 10; key tags are bundled in 5 's to make handling at day of sale easier.

**FOR GSRS
HOW TO COMPLETE AN ORDER FORM FOR
LITERATURE PURCHASE**

The order form is broken down in four pages: books and materials, key tags and medallions, pamphlets and posters and hardware and tape sets.

Get a blank order form and on the top sheet, fill in the date, group's or individual's (GSR) name and phone number, if available

In the front of the wire basket there is a white or yellow pile of numbers; take the top number and write this number on the bottom of your order form once you have completed it. You are to keep this number so that you can retrieve your order when you return.

Make sure that you take a blank form back to your group so next month you can fill out your order at your group to save time. Just bring it in and place it in the order basket to be filled. **(Don't forget to take a number!)**

Total each page of items at the bottom of that page where it says, "subtotal"

Note that your item quantity is to the left of the form and the price is on the right of the form; subtotal each page at the bottom and combine all totals on the front of form.

If all else fails keep it simple and ask for help!!!!!!

Literature Practices for Banking

Writing Checks

The Literature subcommittee has a two party check signature system. No checks are written without two (2) authorized signatures.

Deposits

Deposits are made within 48 hours of literature sales. Deposits are made by authorized parties only (see below for authorized parties). Deposits can be made two ways:

1. Directly into bank at teller window if during regular banking hours.
2. Directly into night deposit box if after (or before) regular banking hours.

Deposit Practice During Business Hours

Items required: Completed deposit slip, Monies to be deposited

1. Cash and checks are counted by two (2) subcommittee members and must include one of the following: Chair, Vice Chair, Treasurer.
2. A deposit slip is completed listing checks and checks separately. Checks are to be signed by authorized parties (see below for authorized parties). Note: Banks can charge service fees if deposit amounts do not match amount on deposit slip so accuracy is important.
3. The deposit slip and all monies are taken to any open bank branch location.
4. The deposit receipt is reported and provide to the subcommittee treasurer within 24 hours.

Deposit Practice After Regular Business Hours

Items needed: Night deposit bag, night deposit box key, completed deposit slip, monies to be deposited.

1. Follow steps 1 and 2 in practice 1.
2. Place cash in cash section of night deposit bag.
3. Place checks and completed deposit slip in appropriate section of night deposit bag.
4. Seal night deposit bag as noted on bag in preparation of deposit.

NARCOTICS ANONYMOUS DC AREA
LITERATURE SUBCOMMITTEE
BOUNCE CHECK FORM

Group Name _____

General Service Representative (GSR)

Check # Date Bank Name

Please be advised that your check in the amount of \$_____:____submitted to the DC Area Literature Subcommittee has been returned for insufficient funds. In addition to the base amount owed, your group also has to pay the returned check fee in the amount of _____()

Please remit this amount as soon as possible to the DC AREA LITERATURE SUBCOMMITTEE CHAIR in cash or money order. Your total amount will be

Signature (GSR)_____

Thank you,

LITERATURE SUBCOMMITTEE CHAIRPERSON

DC AREA LITERATURE SUBCOMMITTEE
KEEP COMING BACK!

**DCASC GROUP
STARTER KIT**

ITEM	PRICE
1 Set of Group Readings	\$2.35
1 Group Treasurer's Record Pad	\$0.85
1 Group Treasurer's Handbook	\$2.10
5 White Books	\$3.75
1 Guide to Local Services	\$6.60
5 Who, What, Why & How	\$ 1.75
5 Welcome to Narcotics Anonymous	\$ 1.75
5 What's the Basket For	\$1.75
3 White Key Tags	\$1.50
3 Orange Key Tags	\$1.50
3 Green Key Tags	\$1.50
3 Red Key Tags	\$1.50
3 Blue Key Tags.	\$1.50
3 Yellow Key Tags	\$1.50
3 Moonglow Key Tags	\$1.50
TOTAL LITERATURE AMOUNT	\$33.15

New groups in need of support:

The group GSR or acting GSR should attend DCASC to announce their new group doing role call, state need of support from area during open meeting, request starter kit and to also be placed on the mailing list. ASC Chair will inform new GSR what is required from their group to obtain needed support.



DC AREA LITERATURE SUBCOMMITTEE

Annual Budget

Explanation of Prices and Purchasing Procedure:

Many literature subcommittees have increased their prices slightly in order to fulfill their primary purpose that is to carry the NA message in written form. The DC Area Literature Subcommittee does not increase prices on every item and, in some cases, may lose money on certain products. We will continue to serve our groups as well as continue to pay rent and purchase supplies. We will continue to purchase literature from the Free State Regional Service Center (located in Baltimore) in order to continue our support of the C&P region. Free State's prices are the same as the World Service Office. We have a proposal in our Procedures and Policy draft to supply H&I with a monthly literature allowance of \$350.00, which will lessen the burden on DCASC budget for the incoming year. We also will supply Public Information with their Bi-annual Literature supply in the amount of 200.00. This annual outlay will total \$4,600.00 per year. We are also requesting that the H Street storage Rent of \$54.00 per month be part of DCASC budget, since other area Committees are using the facility.

The DC Area Literature subcommittee met in July 2006 to prepare the following annual budget request.

Annual Expenses (12 months)	
Rent	\$240 (\$20 month)
Supplies	\$600.00 (printing, calculators, rubber bands, file cabinet, post-its)
DCASC H&I Literature	\$4200.00(\$350.00 monthly)
Transportation to Free state	\$180.00 (\$15.00 month)
DCASC PI Literature	\$400.00 (\$200.00 Bi-annually)
Total	\$5620.00 (\$468.33 per month average)

DCASC Audit Practices

Purpose

The purpose of an audit is to review the financial activities of any DCASC committee/trusted servant with a bank account. Actions in an audit include:

- review of financial practices and activities,
- questioning financial discrepancies,
- reporting of actions, activity and group recommendations to DCASC member groups.

A minimum of 2 GSRs are to be present at an audit to ensure impartiality during the audit, **Note:** An audit is never limited to 2 GSRs and the Administrative body. This activity can be time consuming without physical support from the area members. These actions ensure accountability to DCASC member groups. Audit Actions

Review of financial practices and activities: The following documents are reviewed and compared for consistency:

- Bank statements
- Cancelled checks
 - » Check register/Check carbons
- Subcommittee monthly reports
- All expense receipts
 - » All deposit documents ;
- Financial request forms.
- General ledger Questioning

financial discrepancies

To support the purpose of the audit, the trusted servants responsible for financial activities will be questioned concerning any areas that cannot be explained by the review of the financial documents. Trusted servants should have the humility to accept and respond to any questions as the money they have been charged with was provided from 7th tradition contributions from member groups.

Reporting of Actions, Activities and Group Recommendations.

Minutes are taken during each audit meeting. They are then distributed to all participants of specified audit Minutes outline the following:

- » Specific timeframes review (months, years, etc)
 - Any missing information needed to conduct/complete the audit »

All discrepancies/inconsistencies

- Explanations of actions taken
- Next steps/course of action
- Recommendations for subcommittee

Reporting of actions, activities and group recommendations are then submitted into the Chair's monthly report.

Note: Recommendations are listed for consideration to be adopted into DCASC **Policy**, DCASC Procedure, Subcommittee Policy and/or Subcommittee Procedure.