



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**Activities Subcommittee**  
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3 **Attachment A; Financial Guidelines for SVGNA Activities Subcommittee**  
4 **Adopted 10/31/2010**

5 NOTE; any member handling monies of SVGNA Activities Subcommittee should sign a  
6 MOFR (Memorandum of Financial Responsibility)  
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8 **EXPENSES**  
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10 The Priority List for Activities Subcommittee expenditures is as follows:

- 11 1) Payment of SVGNA Activities Subcommittee debts or expenses outside the
- 12 Fellowship of NA.
- 13 2) Secretarial and Administrative expenses, including bank fees.
- 14 3) Payment of SVGNA Activities Subcommittee debts or expenses within the
- 15 Fellowship of NA.
- 16 4) Approved budgets of SVGNA Activities Subcommittees and officers.
- 17 5) All other expenses approved by the SVGNA Activities Subcommittee.

18 Funds of the Activities Subcommittee shall not be used for any personal reasons. Funds are not to be  
19 extended for any reason other than those items that are, or have been, approved by the Activities  
20 Subcommittee.  
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23 Emergency expenditures by the Activities Subcommittee may only be made with the notification of  
24 all committee members and a 2/3rds majority approval of the Activities Subcommittee  
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26 Requests for reimbursements of unbudgeted expenditures shall be brought before the Activities  
27 Subcommittee for approval.  
28

29 All expenditures must be verified with a receipt or proof of purchase by the next Activities  
30 Subcommittee meeting.  
31

32 A 3 bid process will be used for all purchases of equipment or materials needed to support the  
33 services of the ASC and Subcommittees. Exceptions are incidental purchases of stationary required  
34 for trusted servants to carry out their monthly duties.  
35

36 **RECEIPTS**  
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38 Proper Receipts: In order to be reimbursed, a receipt must be presented and be signed, dated, and an  
39 explanation of what the receipt is for put on the back. No expenditure is paid without a receipt. A  
40 written piece of paper simply listing the expenditures is not acceptable.  
41

42 Subcommittee Chairpersons or Trusted Servants receiving money for any purpose from the Area  
43 Service Committee must present a receipt to the SVGNA ASC Treasurer within two (2) months or  
44 they become responsible for returning the money.  
45

46 The ASC Treasurer shall issue a receipt to all Activities Subcommittee members, as well as moneys  
47 received from Subcommittees.

48 Receipts shall be sequentially numbered and dated with a duplicate retained by the Treasurer.

49  
50 The Treasurer should be careful to get a proof of payment whenever they make a payment. These  
51 proofs of payment should be preserved in regular order, as they are the vouchers for the payments  
52 which must be examined during the audit.

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## 54 **CHECKING ACCOUNT**

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56 The SVGNA Activities Subcommittee checking account shall be a four signer account requiring two  
57 signatures for a valid check. Signers on the account shall be the SVGNA Activities Subcommittee  
58 Chair, Vice-Chair, Treasurer, and SVGNA ASC Treasurer.

59

60 No SVGNA Activities Subcommittee checks will be issued in amounts exceeding the account  
61 balance.

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63 On a check made payable to one of the authorized signers on the bank account, the payee shall not be  
64 authorized to sign the check and two other signatures are required.

65

66 Under no circumstances are checks to be signed by any signer with the date, payee, or amount left  
67 blank.

68

69 The statements of all SVGNA Activities Subcommittee accounts are to be mailed to the ASC P.O.  
70 Box. These statements will be delivered to the Treasurer of the Activities Subcommittee within 48  
71 hours prior to the next ASC meeting.

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73 SVGNA Activities Subcommittee Funds are to be deposited within 3 days of receipt.

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## 75 **SUB COMMITTEES**

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77 Any subcommittee member co-signing on the bank account for that committee must be ratified at the  
78 SVGNA ASC before they are allowed to be on the respective bank account.

79

80 It shall be the responsibility of the Subcommittee Chairperson to create and maintain an itemized  
81 account of all SVGNA ASC /Activities Subcommittee property and assets for that subcommittee.

82

83 It shall be the responsibility of the Subcommittee Chairperson to ensure all Subcommittee Officers  
84 sign the memorandum of financial responsibility (SVGNA ASC Guidelines Attachment A) and have  
85 these witnessed by the approved Admin body officers and turned in to the ASC Secretary.

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## 87 **REPORTS**

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89 The Activities Subcommittee Treasurer shall make written financial reports on contributions and  
90 expenditures at each regularly scheduled meeting of the Activities Subcommittee.

91

92 Every officer who receives money is to account for it in a report to the Activities Subcommittee.

93

94 The SVGNA Activities Subcommittee Treasurer, AT THE END OF HIS/HER TERM,  
95 must submit to the SVGNA Activities Subcommittee and SVGNA ASC a complete and  
96 accurate financial report of all transactions occurring during his or her term in office  
97 including the entire Register for the Fiscal year and Budget reports showing Budgets vs.  
98 Actual Expenditures. (Other reports can be submitted at the discretion of the Treasurer)

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100 A copy of the bank statement will be required to be turned in to the secretary at the next regular  
101 SVGNA ASC meeting.

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