

TAR-ROANOKE AREA SERVICE COMMITTEE



POLICY HANDBOOK

Revised and current as of

May 10, 2026

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THE TAR·ROANOKE AREA SERVICE COMMITTEE

WHAT IS POLICY?

Policy is defined as the framework of procedures and guidelines used by the ASC to carry on its business. The policies of the ASC are established by the members of the ASC. Each policy in this handbook has either been voted on or approved by this ASC or has come about by long standing custom and tradition. Refer to Guide to Local Service and Robert's Rules of Order for procedures not covered in this policy' (approved Mar 2015)

Policies are established in keeping with the Twelve Traditions, and generally because of the experience, strength and hope of the members of the ASC, for the sole purpose of better serving our area and this fellowship.

"SERVICE PRAYER"

"God, grant us knowledge that we may work according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict anywhere need die from the horrors of addiction. "

"Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned painfully that internal strife cripples our fellowship and prevents us from providing the services necessary for growth."

(Page xxvi Basic Text Sixth Edition)

AGENDA (approved Feb 2012)

Call to Order

Serenity Prayer

Service Prayer (pg. xxvi) (*approved Dec 2025*)

Read 12 Traditions

Read 12 Concepts

Roll Call

Recognize new groups

Approve minutes

Administrative reports

Sub-committee reports

Home Group reports

Open Forum (Sharing session for addressing concerns)

Unfinished Business (carried from last month)

New Business

Next ASC location and Announcements

Ending Treasurers report (*approved Nov 2020*)

Adjourn

SECTION I: FUNCTION AND PURPOSE

1. Function: The function of an area is to bring cohesiveness among groups in a geographical area. The NA Groups have banded together to create an area to provide services that these groups could not provide by themselves. This area was formed to be directly responsible to the member Groups. Its sole reason for existence is to be of service to its member Groups.

2. Motions and Voting Procedures:

- A. All original copies of any motion are to be included in ASC meeting minutes. (Approved Jul 2013)
- B. All policy changes must be in a written motion form (itemized) and sent back to the home groups for approval. (Approved Jul 2013)
- C. Anyone may submit a motion, but it must be seconded by a GSR. (Approved Dec 2013)
- D. All non-policy motions are simple majority of voting members. Policy motions are 2/3 majority of votes received from home groups. (Approved Dec 2013)*Abstentions are omitted from tally.
- E. A motion may be made to send any motion back to home groups. All discussion on main motion is suspended until motion to table is voted on.
- F. Outreach members will serve as GSR for prison home groups allowing them to participate in motions tabled to home groups. These groups cannot vote on any other items (approved 4/5/2014)
- G. ALL votes allow GSRs, officers, and sub-committee chairs to vote on ASC procedural motions that do not affect home groups or policy. (Approved Mar 2015)
- H. Election tally is not placed in minutes, simply elected or not elected (Approved Mar 2023) I. Resumes or members personal information (other than phone number and email address) not put in minutes. (Approved Mar 2023)
- J. There is no longer a required quorum (quorum removed 10/4/2014)

3. Description: An area is a geographical district of NA groups. This area is called the Tar-Roanoke ASC of Narcotics Anonymous. The Tar-Roanoke ASC belongs to the North Carolina Region of NA (NCRNA).

The members of the ASC are:

- A. The GSR's (or GSR alternates in the absence of the GSR) from groups in the area.
- B. The following officers: Chairperson; Vice-Chairperson; RCM; RCM Alternate; Secretary; Secretary Alternate; Treasurer; Treasurer Alternate; and Policy Chair. The ASC may create other offices from time to time as it sees fit.
- C. The Chairpersons from the following standing subcommittees (or Vice Chairpersons in the absence of the Chair): Hospitals & Institutions (H & I); Public Relation (PR); Outreach, Activities and Convention. The ASC may create new subcommittees from time to time as it sees fit. The ASC Chair may also create temporary or ad hoc subcommittees from time to time as he or she sees fit.

4. Term of Office: The term of office for all ASC officers and alternates is one (1) year, all subcommittee chairpersons (2) years (approved March 2020), and runs from January to

December of each year. RCM term will be the same as Regional and Alternate Delegates (revised Dec 2024). Any officer, alternate, or subcommittee chairperson who is elected at any point during a term is elected to finish out only the rest of that term.

5. Elections

- A. Elections are held annually in December and to begin in January, or as needed if position becomes available. (Approved Jan 2017).
- B. All of the officers and subcommittee chairpersons are elected by the ASC.
- C. All nominees for ASC offices (including subcommittee chairpersons) must be present to be elected.
- D. All nominees for ASC offices (including subcommittee chairpersons) must complete a service resume form. The resume will be read prior to any vote.
- E. All ASC Officers and Subcommittee chairpersons are non-voting positions.

6. ASC Procedures:

- A. Each Home Group has the option to share equally ASC meeting. If no group signed up for ASC, or if next month hosting group is not present at current area, then next area location will be determined by the body at that time. (Approved May 2019)
- B. Any new home group must attend 2 area meetings in a row before being voted in (approved May 2012)
- C. Reading executive and group reports waived during secretary report (approved May 2012)
- D. All motions must be in the hands of the secretary before new business (approved May 2012)
- E. Permanently close P.O. Box 9035 Rocky Mount, NC 27804 (Approved March 2026)
- F. That ALL material, (Minutes, Fliers, Meeting Lists, etc.) have one of the approved NA logos including the registered trademark. (Approved May 2026)

SECTION II: DESCRIPTION OF OFFICERS

- 1. Chairperson (required clean time 2 years):** The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. At committee meetings they can vote only in case of a tie. A chairperson must be capable of conducting a business meeting with a firm yet understanding hand. After two absences of any officer or subcommittee chair, the ASC Chair will make contact. The chairperson shall publish a schedule of meetings of the ASC for the coming year. Chair will contact all ASC participants (GSRs, Subcommittee chairs, and officers) in the event of area being cancelled or postponed for any reason (Approved March 2025)
- 2. Vice Chairperson (required clean time 1 year):** The vice chairperson is responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings in the chairperson's absence.
The vice chairperson keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. In the absence (vacancy) of a subcommittee chair, the vice chairperson fills in until position is filled.

- 3. Secretary (required clean time 1 year):** The secretary keeps accurate minutes of each ASC business meeting, sends copies of these minutes to each GSR, ASC officer and ASC subcommittee chairperson within one (1) week after the ASC meeting. A complete set of minutes will be emailed to all the above-mentioned or mailed via post office for those who don't have email access. The secretary will maintain a directory of ASC officers, subcommittee chairs and GSRs addresses and phone numbers, as well as maintain ASC archives. The secretary will provide all group updates to WSO. (revised Jan 2026). Will print 10 meeting list for all active groups monthly. (approved April 2026)
- 4. Alternate Secretary (required clean time 1 year):** The Alternate Secretary provides any assistance needed to the Secretary and covers for Secretary in his/her absence. (Revised & Approved Sep 2013)
- 5. Treasurer (required clean time 2 years):**
 - A. The Treasurer shall submit a report of contributions and expenditures at every regular ASC meeting.
 - B. In addition, the Treasurer will make a monthly donation of at least \$25 to the meeting place of the ASC in accordance with what facility request (Approved Sep 2017)
 - A. The treasurer shall, monthly, remit all funds in excess of the prudent reserve of \$400.00 to North Carolina Region of NA (NCRNA) . (Approved Jan 2017)(Revised April 2022)
 - C. If the ASC body is made aware that upcoming expenses warrant a higher prudent reserve these donations may not be remitted.
 - B. The Treasurer will ensure that a copy of the ASC financial report, the Group Donations Report, and the Monthly Balanced Bank Statement goes to the ASC Secretary within four (4) days of the meeting for inclusion in the ASC minutes. (approved April 2026)
 - C. The Treasurer shall balance the ASC checkbook every month and fix any accounting errors.
 - D. The Treasurer works closely with subcommittee chairs when they prepare their annual reports and budget proposals.

NOTE: The Treasurer is also responsible for all of the functions listed under the section of ASC Financial Policies and Treasurer Procedural Manual.

- 6. Alternate Treasurer (required clean time 2 years):** The Alternate Treasurer lends much needed assistance to the Treasurer as well as cover for him/her in their absence. (Revised and Approved Apr 2013)
- 7. Regional Committee Member (RCM) (required clean time 3 years):** A Regional Committee Member (RCM) is to an ASC what a GSR is to a group. As the representative of the area, the RCM speaks for the members and groups within the ASC. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the Area and the rest of NA, particularly with neighboring ASCs. They represent the group conscience of an ASC at a regional level and provide the area with the agenda for the RSC at least ten days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. An RCM may serve on one or more of its ASC and

RSC subcommittees, but not as a chairperson. Therefore, in addition to the regular qualifications for GSR's it is recommended that nominees to the post of RCM also have service experience and the willingness to give the time and resources necessary for the job. In addition, the RCM will hold a workshop for the express purpose of covering the Conference Agenda Report (CAR) to familiarize our GSR's with motions in the report and to ease the voting process. Term is to coincide with (WSC) World Service Conference cycle just as Regional Delegate and Alternate Delegate (approved Dec 2024)

- 8. Alternate RCM (required clean time 2 years):** The Alternate RCM will attend all ASC and RSC meetings as well as fill in for the RCM if he or she is absent or for any reason unable to complete the term of office.
- 9. Policy (required clean time 2 years):** The Policy subcommittee consists of a chairperson who will maintain the ASC Policy Handbook to ensure it is up to date with any policy changes. Grammatical and housekeeping changes can be made at ASC without home group vote. (Approved Sep 2015) The policy chairperson assists at the ASC to ensure that policy procedures are being upheld and answer questions regarding policy. As the ASC Policy Handbook was established and approved through the ASC, with the help of willing addicts, it is now only necessary to establish a full subcommittee on an as needed basis. Tools to provide adequate guidance for most issues/questions will be addressed through the following steps: Tar-Roanoke Policy Handbook; The 12 Concepts; and The Guide to Local Service. It should be remembered that this policy and guidelines are designed to help keep things simple. Have policy addendums posted to website quarterly, completed ASC policy at LEAST once per year. (Mar 2015). Post completed ASC policy prior to January ASC (Apr 2015)
- 10. Other ASC Officers:** The ASC may create other offices when and if the need arises by a majority vote.
- 11. Attendance Policy for ASC Officers:** All ASC officers are required to attend all ASC meetings. Failure to attend two consecutive meetings or a total of four meetings during a term of office is considered grounds for removal. Officers who are going to be absent are required to notify the ASC Chairperson and to submit a normal written report. The ASC may excuse absence if it so desires.
- 12. Removal of ASC Officers:** Any officer may be removed by a simple majority vote of the ASC. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in this manual (or as assigned by ASC), failure to follow ASC attendance policy, misappropriation or embezzlement of ASC funds, or relapse. A motion to remove an ASC officer shall be handled in accordance with normal ASC procedure. It is recommended that such a step not be taken lightly. The ASC should determine the validity of any charges before voting on a motion to remove any officer.
- 13. Standing Subcommittees:** Outreach, H&I, PI/PR, Activities, and Literature chairs have a Two year suggested clean time requirement. (Updated Dec 2024)
- 14. Literature Subcommittee (approved Dec 2024):** Purchase and Sales guidelines pending

15. All subcommittees must keep ASC abreast of planning process for any upcoming events.
(Dec 2024)

SECTION III SUBCOMMITTEES (directly from Guide to Local Service)(March 2025)

Hospitals and Institutions

Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals. The Hospitals and Institutions Handbook, available from your local H&I subcommittee or by writing the World Service Office explains more about how to conduct panels, interact with facility administrators and organize subcommittee work. The amount of work your local H&I subcommittee does will depend on a variety of factors: the number of treatment and correctional facilities in your area, the number of NA members in your area who are interested in H&I service, and the amount of collective experience in H&I work in your NA community. H&I subcommittee responsibilities sometimes overlap those of the local public information subcommittee. For this reason, we encourage H&I and PI subcommittees to closely cooperate with one another. In some areas, H&I and PI subcommittees regularly send one or two members to each other's meetings to maintain communications, thereby minimizing the potential for conflict in these two key fields of service.

Public Information

The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Services provided by PI subcommittees vary widely from area to area. The simplest kind of PI project is the production and distribution of fliers throughout the community announcing that NA is available and that more information can be had either by calling the local NA information phonenumber or by attending an NA meeting. As PI subcommittees become better developed, they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. Some PI subcommittees develop separate working groups called CPC panels (short for cooperation with the professional community) to focus especially on the NA community's relations with local treatment professionals. A Guide to Public Information, available from your local PI subcommittee or by writing the World Service Office provides detailed information on conducting a wide range of projects designed to increase community awareness of Narcotics Anonymous. Many public information projects serve primarily to encourage people to call the local phonenumber for more information on NA. Because of the close link between PI and phonenumber work, it will often benefit these two subcommittees to cultivate close relationships with one another. Some phonenumber and PI subcommittees make it a standard policy to send members to one another's meetings to better facilitate communication between the two. In some areas, a single subcommittee administers both the phonenumber and NA's public relations program.

Phonenumber

The phonenumber subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Phonenumber volunteers often serve as the first point of contact between the community-at-large and the NA

Fellowship. For this reason, it's vital that careful attention be paid to the work of this subcommittee. Phonenumber subcommittees in different NA communities organize their work in different ways to meet local needs. In some areas, PI and phonenumber services are operated jointly by a single subcommittee. In smaller communities, the phonenumber may be as simple as a call-forwarding service connecting callers with NA members' home telephones. In the larger metropolitan areas, computerized systems may route incoming calls to the appropriate people and information. For more details on NA phonenumber lines, consult *A Guide to Phonenumber Service*, available from your local phonenumber subcommittee or by writing the World Service Office.

Activities

Dances, picnics, campouts, special speaker meetings—these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services. A couple of remarks must be made regarding legalities relevant to NA activities. Most activities subcommittees distribute fliers announcing their next event to NA groups in the area. If your subcommittee's flier displays one of the NA logos shown below, a small, circled letter "R" (it looks like this: ®) should appear to the right of the logo. This mark shows that the logo is a registered trademark of Narcotics Anonymous worldwide and helps protect the logo from misuse outside the fellowship. For more information, see the bulletin, *Internal Use of NA Intellectual Property*, available from your World Service Office. Narcotics Anonymous. Some activities subcommittees have conducted raffles of one sort or another either as separate fundraising efforts or as parts of another activity. It should be noted that in many US states and in some other countries such raffles are considered gambling and, as such, are illegal. Activities subcommittees should also consider whether raffles, especially cash raffles or lotteries, appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our Seventh Tradition.

Outreach

Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship. The outreach subcommittee is not the only subcommittee concerned with reaching out to isolated addicts. Sometimes addicts are isolated by factors other than geography: social, economic, and cultural factors, for instance. PI, H&I, and phonenumber subcommittees can help an area committee focus additional attention on the needs of addicts in our own communities who, for one reason or another, have not found NA accessible. Area service committees and their subcommittees need to do whatever they can to ensure that recovery is available to any addict who seeks it, "regardless of age, race, sexual identity, creed, religion, or lack of religion." Area subcommittees engaging in community outreach activities may find help by contacting the World Service Office.

Meeting lists

Though production of meeting lists does not usually require the creation of a separate subcommittee, most area committees do have one or two people who are responsible for printing meeting schedules on a regular basis. In some areas, this job is handled by one of the

committee's administrative officers, in others, by one of the regular subcommittees. Meeting lists show days, times, locations, and other pertinent information for local NA meetings. Meeting schedules often show:

- whether the meeting is "open" or "closed,"
- meeting format (Basic Text study, discussion, etc.),
- location use restrictions (no smoking, etc.),
- additional needs services (wheelchair accessibility, availability of sign language interpreter, etc.), and
- if the meeting is conducted by a specialized group (for instance, a men's, women's, gay, or lesbian group). At one time or another, most area committees have asked themselves whether a particular meeting should be included on the list. The six points describing an NA group appearing at the beginning of the "NA Group" chapter in this guide have given most area committees the criteria they've needed in making such decisions. Meeting lists are often used in conjunction with an area's public relations program. For this reason, we encourage individuals and subcommittees responsible for preparing their area directories to do an especially thorough job. Some of the points to be given extra attention are the accuracy of all listings, the attractiveness and usability of the directory's format, and profanity in the names of meetings being listed. Area committees are encouraged to send a copy of their meeting schedule to the World Service Office each time the list is updated. In addition, areas can update their meeting information online at www.na.org. For more information, contact the Fellowship Services at the WSO. Accurate, current lists of meetings help the WSO maintain an up-to-date directory for use in answering questions from around the world.

Ad hoc committees

Sometimes an area committee comes up with a question or special project that does not fit into any existing subcommittee's job description. Perhaps a new piece of NA literature is being developed by world services, for instance, and the area has been asked to gather input on the piece from NA members. Perhaps local members have come up with an idea for a new piece of NA literature that they want to develop a bit before they turn it over to world services. Maybe area groups have begun having difficulty finding new places in which to hold recovery meetings and want the ASC to give extended attention to the matter. Or perhaps the committee feels it's time to develop guidelines for itself. In such cases, the ASC may wish to create an ad hoc committee to address the issue.

Ad hoc committees are set up for specific purposes and have limited lives. When they have finished their jobs, they are disbanded. In creating an ad hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the area chair may appoint either the entire ad hoc committee or just a chairperson who will put the ad hoc committee together later. Once the ad hoc committee's work is completed, the committee is dissolved.

Literature supply

The literature supply subcommittee will take literature orders and payment from homegroup and order for delivery at next ASC meeting. Orders will be available upon receipt to anyone who wants to meet literature chairperson prior to ASC if needed. To maintain accountability treasurer is responsible for funds. The ASC will pay for shipping on all orders to ease the burden on groups. This subcommittee may consist of only one or two people. In other areas, it may involve

as many as half a dozen members who process group orders, order materials from the local NA office or the World Service Office. To help organize the job of processing group orders, tracking inventory, and ordering items, contact the World Service Office for available resources.

(Dec 2025)

Conventions committee

Conventions and other activities should serve primarily as celebrations of recovery, not sources of ASC operating funds. Why? One reason is that, as the essay on our Eleventh Concept suggests, "... when we make a commitment to fund the work of each level of the service structure exclusively through group contributions, we find it easier to maintain a strong link between our groups and our other service units." For these reasons we recommend that, once the area establishes an initial "seed fund" for its convention subcommittee, regional committee money and convention subcommittee money be held and accounted for separately. Area conventions are then made self-supporting from their own income, charging only enough in registration fees to cover the costs of putting on the convention. Because the efforts that result in the generation of convention profits are contributed by NA members in the spirit of our Seventh Tradition, it is not inappropriate to deposit minimal excess proceeds in the ASC operating fund. Given the large amounts of money and the serious obligations involved in operating an area convention, an ASC can find itself in deeper trouble than it can imagine in a very short period of time if it's not careful. For this reason, we especially encourage you to refer often to the Convention Handbook.

SECTION IV: TAR-ROANOKE ASC FINANCIAL POLICIES

1. The Area shall place all funds in a non-interest earning account, in keeping with our Seventh tradition.
2. There shall be two signatures required on all checks. One signature must be the treasurer or alternate treasurer. The other signature must be either the chairperson or secretary.
3. Reimbursement to subcommittee chairs shall be made by check.
4. Receipts will be required when requesting reimbursement for approved expenses and/or after an advance has been made. They are to be submitted to the Treasurer at the next ASC meeting after the funds have been spent. Whenever an advance is made, the treasurer will not advance any further funds until the appropriate receipts are received. (Approved Jan 2017)
5. If a subcommittee or member needs more money than the amount in their pre-approved monthly budget, it shall require a two-thirds majority vote of the ASC.
6. The ASC Treasurer will administer pre-approved subcommittee allocations in the following amounts:

- Treasury Expenses \$25 per month (approved Apr 2012)
- Secretary Expenses \$11 per month (approved May 2014)
- Policy Expenses
- H&I Expenses \$40 per month (approved Dec 2014) (corrected Apr 2015)
- Outreach Expenses \$65 per month (Approved Nov 2018)
 - Outreach to supply new groups with starter kit (Approved Jan 2017)
- Public Relations Expenses \$20 per month (approved Nov 2013)
- Webhosting Expenses \$280.00/annually (approved Sep 2025)
- Activities Expenses \$50 per month (approved Jun 2021)
- Literature Supply Committee \$20 for receipt book and printing orders (approved Dec 2025)

Funds not used in any given month will be added to the next month. No funds will be retroactive beyond three months unless approved by the ASC. If necessary, the monthly budgets may be decreased on a temporary basis by a simple majority vote of the ASC without affecting pre-approved guidelines.

7. The ASC fiscal year shall run from January 1 to December 31.
8. ASC Travel Funding Policy (All persons traveling for Area business are urged to be prudent with ASC funds. Any monies not used must be returned to the ASC).
 - A. The ASC will provide travel funding to the RCM, RCM-Alternate and Subcommittee chairpersons that are required by policy or asked by this body to travel to regional or other meetings. Funding for travel will be as follows: the current Federal guideline for mileage reimbursement is from home physical address. There will be no meals or overnight expenses. However, in an event of an overnight situation, the ASC will take a vote. Travel verification by MapQuest or similar, via printout or electronic medium. (Approved May 2019)
 - B. All travel expenditures are tied to the availability of funds and may be limited or reduced based on such availability.
9. Any expense that will take us below prudent reserve needs to be presented to this body for approval prior to writing check.
10. It is suggested that each home group make regular contributions to the ASC, in an amount determined by the group. The Treasurer must give receipts to GSRs who make donations.
11. Each group is responsible for its own tax liability.
12. The Treasurer shall submit, with their monthly written report, a monthly financial statement to the Tar-Roanoke ASC. This statement shall include a reconciled copy of the previous month's bank statement with redacted account numbers.

SECTION V: TAR-ROANOKE ASC TREASURER PROCEDURAL MANUAL

Upon new election of officers, the Treasurer is to meet all new parties at bank to be added to signature card per current bank policy (August 2016).

Preparing Report

1. Reporting Income

A- The beginning balance of the report is always the end balance of the previous month's report.

*Bank statements will be presented to this body one month in the rear due to the timeline they are mailed out they are not always available prior to ASC, and when they are it puts a burden on treasurer to have to wait to last minute to do report (Jun 2012).

B- Enter the beginning balance as a line item.

C- Enter all income on separate line items.

- All group donations
- All returns
- All other income with a description
-

D- Add all income to the beginning balance and show income total on a line item.

- All transactions prior to the area meeting are to be reported for that area meeting.
- All Transactions at the area meeting are to be reported in closing treasurer report for inclusion in the ASC minutes. (April 2026)

2. Reporting Expenses

A- Please refer to the area policy for current subcommittee monthly budgets.

B- All subcommittees must have a receipt for monies advanced at the next area meeting before any further checks are written.

C- Enter all expenses on separate line items.

- All checks
- All cash disbursements
- All miscellaneous expenses with a description

D- Subtract all expenses from the beginning balance and show total expenses on a line item.

- All transactions prior to the area meeting are to be reported for that area meeting.
- All Transactions at the area meeting are to be reported in closing treasurer report for inclusion in the ASC minutes. (April 2026)

3. Ending Balance

The ending balance includes the beginning balance plus total income minus total expenses.

4. Area Subcommittees

Please refer to the area policy guidelines on expense reimbursement.

5. Area Expenses

A- Monthly rent to hosting facility is equal to what facility charges, minimum rent is \$25 (Sept 2017)

- Mail to Hosting facility, have delivered by any available means (Feb 2017)

B- Treasurer's expenses (envelopes, stamps, etc.)

- Must have receipts

C- All monies above prudent reserve (\$400.00) to be donated to the North Carolina Region of NA (NCRNA): (Jan 2017)(Revised April 2022)

Send by RCM, regional executive body member or mail to:
NC Region of NA PO Box or treasurer

6. Group Donation Report

Take in all the money from group G.S.R.'s at the Area Meeting. Count money in front of the G.S.R. If they try to walk away, tell them to wait and watch you count and record the money they are donating to ensure it is correct. We accept checks, money orders, and cash. If you are given a check, stamp the back with the deposit only stamp. We DO NOT accept coins of any kind. The bank does not allow coins in the night depository. Record the amount donated under the proper home group and month. After all monies are collected, total it on the bottom of the donation sheet. Count money donated again to ensure it matches the total on the bottom of the donation sheet. Fill out a bank deposit slip from the check book. Write out receipts from the receipt book with the home group's name, date, amount donated, ASC donation and sign the receipt. Give receipts to a G.S.R. to pass around the meeting. Collect any receipts not taken and put them back in the receipt book to be given out again the following month. Take the filled-out deposit slip with funds and deposit into bank ASAP after area (July 2016)(grammatic revision Dec 2024).

7. Balancing the Check Book

A- A bank statement from the previous month will be used for reconciliation of the check book.

B- Check all cleared checks & deposits to make sure the bank and Treasurer recorded them correctly and there are no errors.

C- On the bank statement, record all deposits that are not reported on the statement and total them on a single line item.

D- On the bank statement, record all outstanding checks that are not reported on the statement and total them on a single line item.

E- Take the bank statement closing balance, add the total outstanding deposits, and subtract the total outstanding checks. This balance should match the ending balance in the check register and the ending balance of the Treasurer's Report.

8. Area Reporting

Mark out Account number on any account statement that will be posted on public domain (July 2016)

Electronic option to deliver treasurers report in lieu of hard copies allowed, as long as some hard copies are delivered to ASC. (July 2016)

Take Treasurer's Report Letter, Treasurer's Report, and Bank Statement with reconciliation, and the Home Group Donation Sheet and make the appropriate number of copies, to compensate for those not receiving electronic versions. Hard copies are to be stapled together and handed out to those needing a copy at ASC, and a copy (electronic allowed) must be given to the Area Secretary within four (4) days to be included in the Area Minutes. (May 2026)

Also, the Treasurer shall keep the originals of the report to be filed with the Treasurer's records (July 2016).