

**LOSS AND RECOVERY POLICY FOR THE  
ARIZONA REGIONAL SERVICE COMMITTEE (ARSC)  
FUNDS AND/OR PROPERTY**

**PURPOSE:**

The purpose of this policy is to provide adequate accountability to the groups and areas of the Arizona Region and Narcotics Anonymous as a whole. This policy is based on the Twelve (12) Steps, Twelve (12) Traditions, and Concepts Five (5) and Eleven (11); as well as the spiritual principles of responsibility, forgiveness, and understanding.

**ACCOUNTABILITY:**

Any member of the fellowship misappropriating/misusing ARSC funds or ARSC property, or misrepresenting payment to the ARSC or its subcommittees with a check that is not honored by the issuing bank is accountable to the ARSC.

**PROCEDURE:**

The goal of this procedure is to maintain communication with the trusted servants and resolve any potential problems (Concept #8). The following procedure may be stopped at any time following resolution (i.e. no loss is determined, restitution is made, etc.).

**Regional Trusted Servants shall be required to sign agreements of financial responsibility.**

**PART 1 – DETERMINATION OF LOSS**

1. Any member that discovers the possible misappropriation, misuse, or other loss of ARSC funds or property will report the possible loss of funds to the ARSC Vice Chair.
2. The Vice Chair will contact and report the possible loss of funds to the ARSC Chairperson, Treasurer and the Corporation committee within 24 hours.
3. In the instance that the possible loss of funds may involve the Vice Chair, Chair, or Treasurer, another officer of the ARSC may be substituted in this process.
4. Within 72 hours of notification the Vice Chair will send the “ARSC Letter of Inquiry” and will contact the person accountable for the funds/property in question.
5. The Vice Chair will then report the outcome of that contact to the Chair, Treasurer and the Corporation Committee, and they will determine which of the following actions are necessary.
6. No loss is determined
  - A full written accounting of funds/property is providedIndeterminate loss
  - Possibility of loss; further information neededLoss and point of accountability determined
  - Officers will initiate the “Initial Fund Recovery Process”

7. A complete written report of the process and determination will be presented at the next ARSC

## **PART 2 – INITIAL FUND RECOVERY PROCESS**

1. A letter will be sent “certified return receipt”. (See inquiry letter #1)
2. Once this letter is sent, a full written disclosure report needs should be prepared and an emergency meeting for the Regional Executive Committee; however, the process should continue until the next ARSC meets.
3. If no response is received or no resolution is met, a second letter is sent “certified return receipt” (See recovery letter #2)
4. If no response is received or no resolution is met, a third letter is sent “certified return receipt” (See recovery letter #3)
5. If response is not received from the letters, or if the person accountable for the funds/property wants to address the entire ARSC, no other action will be taken until the next scheduled Regional Service Meeting.
6. If there is a response, the Vice Chair will schedule a meeting of the Executive Committee.

## **PART 3 – FURTHER ACTION AS DEEMED NECESSARY BY THE ARSC**

1. A report of loss and the initial recovery process will be given at the next ARSC.
2. The following options may be considered by the ARSC:
  - Consider the matter closed and take no further action  
EXAMPLES:
    - Not enough information available
    - Humanitarian reasons (i.e. death, extreme illness)
  - Continue to pursue internal resolution  
EXAMPLE:
    - Establish a written agreement for the return of funds/property
  - Take appropriate legal action  
EXAMPLES:
    - Chair establishes a “Collection” Ad-Hoc committee
    - Send to collection agency, civil action, criminal action, etc.

## **PART 4 – EXPLANATION OF PROCEDURE FOR RESOLUTION**

1. A thorough review of all books and financial records.
2. Schedule a meeting, assuring that the individual(s) who allegedly misappropriated/misused funds and/or other assets, is/are informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present the opportunity to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
3. If the individual admits to the misappropriation, misuse or theft and agrees to pay back the funds and/or other assets, a restitution agreement can be developed. Let the individual know that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
4. A report about the situation shall be published, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
5. If the individual refuses to repay the money, or agrees to a plan but does not follow with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise Traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going forward.
6. If legal action is pursued one or all of the following may occur:
  - A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
  - The ARSC may pursue a criminal prosecution of the individual(s) through the proper authorities.

**ARIZONA REGIONAL SERVICE COMMITTEE  
CORRESPONDENCE EXAMPLES**

**LETTER #1 SAMPLE INQUIRY LETTER**

**ARIZONA REGIONAL SERVICE COMMITTEE  
P.O. BOX 1351  
PHOENIX, ARIZONA 85001**

**Joe Banaddict**  
111 N. 8<sup>th</sup> Street  
Phoenix, AZ. 85555

October 19, 2002

Dear Joe:

This letter is being sent due to an inquiry from a concerned member of the fellowship regarding possible misappropriation of money and/or other assets. You are asked to please contact me, the Regional Vice Chair, within seven (7) working days from the receipt of this letter to discuss this concern.

I look forward to hearing from you soon, in order to come to a mutual understanding on this issue. You may contact me by any of the resources below;

Phone Number: (602) 777-1111  
E-mail Address: [moo@msn.com](mailto:moo@msn.com)  
Return Mailing Address: 1211 N. One Street  
Phoenix, AZ 85000

Sincerely,

William t.  
Regional Vice Chair

NOTE: You may use: lost, misappropriation of ARSC funds, or property. Please only use the one that pertains to the action.

LETTER #2 SAMPLE RECOVERY LETTER

**ARIZONA REGIONAL SERVICE COMMITTEE  
P.O. BOX 1351  
PHOENIX, ARIZONA 85001**

**Joe Beanaddict**  
111 N. 8<sup>th</sup> Street  
Phoenix, AZ. 85555

**November 10, 2002**

Dear Joe:

This letter is being sent to you because the ARSC has determined that you are accountable for the loss/misappropriation of ARSC money and/or property. The total sum for which you are accountable is \$1,000. Specific details regarding this determination of accountability have been included as part of this correspondence.

Above all else we wish to emphasize that our primary concern is your continued opportunity to find recovery in the fellowship of Narcotics Anonymous. In conjunction with the spiritual foundation of our program we are offering an opportunity for you to clarify the circumstances surrounding this loss.

If you believe that the determination is incorrect you are asked to please contact me, the Vice Chair, within seven (7) days from the receipt of this letter to discuss this further.

If you find our determination to be accurate we are offering you an opportunity to make amends through restitution. Please contact me, the Vice Chair, within seven (7) days from the receipt of this letter and provide me with a specific schedule for repayment (or return of property).

You are loved and you are a valuable member of Narcotics Anonymous. Your continued presence is valuable above all else. The members of the ARSC are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the ARSC is welcome, and if you wish to address the committee, adequate time will be provided for you to do so.

Phone Number: (602) 777-1111  
E-mail Address: [moo@msn.com](mailto:moo@msn.com)  
Return Mailing Address: 1211 N. One Street  
Phoenix, AZ 85000

Sincerely,

William t.  
Regional Vice Chair

NOTE: You may use: lost, misappropriation of ARSC funds, or property. Please only use the one that pertains to the action.

**LETTER #3 SAMPLE RECOVERY LETTER**

**ARIZONA REGIONAL SERVICE COMMITTEE  
P.O. BOX 1351  
PHOENIX, ARIZONA 85001**

**Joe Beanaddict**  
111 N. 8<sup>th</sup> Street  
Phoenix, AZ. 85555

**November 29, 2002**

Dear Joe:

This is the second letter being sent to you by the ARSC because we have determined that you are accountable for the loss/misappropriation of ARSC money and/or property. The sum for which you are accountable is **\$1,000**. Specific details regarding this determination of accountability have been included as part of this correspondence.

The first letter was sent to you by certified mail at the above address on November 10, 2002 and was: (USE EITHER / OR OF THE BELOW EXAMPLES)

Signed by Joe Beanaddict on November 12, 2002  
Returned undelivered on November 12, 2002

Above all else we wish to emphasize that our primary concern is your continued opportunity to find recovery in the fellowship of Narcotics Anonymous. In conjunction with the spiritual foundation of our program we are offering an opportunity for you to clarify the circumstances surrounding this loss.

If you believe that the determination is incorrect you are asked to please contact me, the Vice Chair, within seven (7) days from the receipt of this letter to discuss this issue further.

If you find our determination to be accurate we are offering you an opportunity to make amends through restitution. Please contact me, the Vice Chair, within seven (7) days from receipt of this letter and provide me with a specific schedule for repayment.

You are loved and you are a valuable member of Narcotics Anonymous. Your continued presence is valued above all else. The members of the ARSC are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the ARSC is welcome, and if you wish to address the committee adequate time will be provided for you to do so.

Phone Number: (602) 777-1111  
E-mail Address: [moo@msn.com](mailto:moo@msn.com)  
Return Mailing Address: 1211 N. One Street  
Phoenix, AZ 85000

Sincerely,

William t.  
Regional Vice Chair

**ARIZONA REGIONAL SERVICE COMMITTEE  
STATEMENT OF RESPONSIBILITY**

**DATE:** \_\_\_\_\_

**I, \_\_\_\_\_, a trusted servant of the fellowship of the Arizona Region of Narcotics Anonymous (NA) agree to use property and keep safe any money or other assets entrusted to me by the Fellowship of NA.**

**I agree to avoid mixing Fellowship money with my own money or the money of anyone else.**

**I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.**

**I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty, that I will accept full responsibility for their replacement.**

**I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service, I agree to promptly turn over any Fellowship money, assets, records or other Fellowship Property.**

**I have agreed to follow and adhere to the Arizona Regional Service Committee's Loss and Recovery Policy.**

**Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_**

\_\_\_\_\_  
**(Trusted Servant Print Name)**

\_\_\_\_\_  
**(Trusted Servant Signature)**

\_\_\_\_\_  
**(Witness ARSC, Officer)**

\_\_\_\_\_  
**(Witness Signature)**