

WEST VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS (WVASCNA)

LOSS AND RECOVERY POLICY FOR FUNDS AND/OR PROPERTY

PURPOSE: The purpose of this policy is to provide adequate accountability to the groups and area of West Valley Area Service Committee of Narcotics Anonymous. 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 or misusing WVSCNA funds or property, or issuing a non-sufficient funds check is accountable to the WVASCNA.

PROCEDURE:

The goal of this procedure is to maintain communication with the trusted servants and resolve any potential problems (Concept # 8). This process may be terminated at any time once restitution is made or the property accounted for at the discretion of WVASCNA.

West Valley 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 WVASCNA funds or property will report this to the WVASCNA Vice Chairperson.

2. The Vice Chairperson will contact and report the possible loss to the WVASCNA Chairperson and Treasurer within 24 hours. Protecting the identity of the person involved is of primary consideration through the determination of loss process.

3. In the event that the possible loss involves the Vice Chairperson, the Chairperson, Treasurer or another officer of the WVASCNA shall be contacted.

4. The Vice Chairperson will send the WVASCNA *Letter of Inquiry* via US Certified Mail-Return Receipt and contact the person accountable for the funds/property in question within 72 hours of notification.

5. The Vice Chairperson will immediately report back to the Chairperson and Treasurer the results of the contact and schedule a meeting of investigation/audit/inventory to be held within 72 hours to take the following action(s):

- a. If no loss or misappropriation is determined the matter is considered resolved and a complete written report of the process and determination will be presented at the next WVASCNA meeting;
- b. If the meeting results are inconclusive or if there are extenuating circumstances that require the area's group conscience, then a complete written report of the process and information will be presented at the next WVASCNA meeting for consideration by the area representatives;
- c. If a loss and point of accountability are determined officers will initiate the "Fund Recovery Process" and take appropriate measures as necessary to protect West Valley Area assets. This shall include removing the person from their position and prohibiting them from holding an elected seat on the WVASCNA or any subcommittees for at least two (2) years.

6. The individual(s) who allegedly misappropriated or misused funds and/or other assets, is/are informed of the meeting and are given the opportunity to present his or point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present time to reflect with their Higher Power and focus on spiritual principles before coming back to decide the best course of action.

PART 2 - FUND RECOVERY PROCESS

1. If the individual admits to the misappropriation, misuse or theft at the meeting and agrees to pay back the funds and/or other assets, a restitution agreement will be signed, witnessed and placed in the West Valley Area files. The individual will be informed that if the restitution agreement is not adhered to that the intent will be to pursue resolution through a collection service or legal action based on the restitution agreement. Regular reports on the status of the restitution agreement shall be published in the monthly WVASCNA minutes 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.

2. If no resolution is met, the Vice Chairperson will send Restitution Letter # 1 by *US Certified Mail-Return Receipt*.

3. If no response is received within seven (10) days or no resolution occurs, then the Vice Chairperson will send Restitution Letter # 2 by *US Certified Mail-Return Receipt*.

4. If no response is received from either of the letters, no further action will be taken until the next scheduled West Valley Area Meeting wherein the Vice Chairperson shall place the matter on the agenda.

5. If there is a response, the Vice Chairperson will schedule a meeting of the

executive committee.

6. If the individual refuses to repay the funds or assets, or agrees to a plan but does not follow through with that 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 should be taken only as a last resort after careful consideration and after every other action has been attempted.

7. If legal action is pursued one or all of the following may occur:

- a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
- b. The WVASCNA may pursue criminal prosecution of the individual(s) through the proper authorities.

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WEST VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
(WVASCNA)

SAMPLE INQUIRY LETTER

WEST VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
P.O. BOX 56097
PHOENIX, ARIZONA 85061

Joe Beanaddict
111 N. 8th 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 (*use: "loss" or "misappropriation" of WVASCNA funds, or property. Please use only the one that pertains to the actions*) of money and/or other assets. You are asked to please contact me, the WVASCNA Vice Chairperson, within 72 hours 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: _____
E-Mail Address: _____
Mailing Address: _____

Sincerely,

William T.
Vice Chairperson
West Valley Area Committee of Narcotics Anonymous

LOSS AND RECOVERY POLICY FOR FUNDS AND/OR PROPERTY
WEST VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
(WVASCNA)

SAMPLE RESTITUTION LETTER # 1

WEST VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
P.O.BOX 56097, Phoenix, Arizona 85061

Joe Beanaddict
111 N. 8th Street
Phoenix, AZ. 85555

November 10, 2002

Dear Joe,

This letter is being sent to you because the WVASCNA has determined that you are accountable for a loss (*use: "loss" or "misappropriation" of WVASCNA funds, or property. Please only use only the one that pertains to the actions*). The total value and/or property for which you are accountable is _____. Specific details regarding this determination of accountability have been included as part of this correspondence along with a copy of your Statement of Understanding and Financial Responsibility.

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 Chairperson, within 72 hours 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 Chairperson, within 72 hours from the receipt of this letter and provide me with a proposed schedule for (repayment or return of property).

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

Phone Number: _____
E-Mail Address: _____
Mailing Address: _____

Sincerely,

William T.
Vice Chairperson
West Valley Area Service Committee of Narcotics Anonymous

LOSS AND RECOVERY POLICY FOR FUNDS AND PROPERTY
WEST VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
(WVASCNA)

SAMPLE RESTITUTION LETTER # 2

WEST VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
P.O.BOX 56097, Phoenix, Arizona 85061

Joe Beanaddict
111 N. 8th Street
Phoenix, AZ 85555

November 29,2002

Dear Joe,

This letter is being sent to you by the WVASCNA. We determined that you are accountable for the loss (use loss or misappropriation of WVASCNA funds, or property) of WVASCNA money and/or property. The value and/or property for which you are accountable is _____. Specific details regarding this determination of accountability have been included as part of this correspondence along with a copy of your Statement of Understanding and Financial Responsibility.

The first letter was sent to you by certified mail at the above address on _____ and was (use either of the examples) signed by Joe Beanaddict on November 12,2002 or 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 Chairperson, within 72 hours 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 Chairperson, within 72 hours 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 WVASCNA are available to support you through this process. Please be assured that your presence at the next

meeting of the WVASCNA is welcomed. If you wish to address the committee adequate time will be provided for you to do so.

Phone Number: _____ E-Mail Address: _____

Mailing Address: _____

Sincerely,

William T.
Vice Chairperson
West Valley Area Service Committee of Narcotics Anonymous