

Capital Area Service Committee of Narcotics Anonymous (CASNA)

Rachelle M. Area Chair opened the 439th meeting of CASNA on 06/01/2025, at 2:00PM, with the Serenity Prayer. Nancy U. read the 12 Traditions and Steve T. read the 12 Concepts.

Agenda

Serenity Prayer, 12 Traditions, 12 Concepts

GSR count/Attendance/Welcome new GSRs/New Meetings

Correction/approval of the minutes

Orders of the day

1. Discussion of motions will be limited to GSRs or group representative only (supported by the 9th concept).
Extended discussion rests with the chair.

2. A member may speak once to an issue.

3. A member must be recognized by the Chair to speak.

4. Subcommittee reports will be limited to 10 minutes, plus questions and approval. 5. In order for an item to be placed on the agenda, it must be in motion form and with a second. 6.

Discussion topics must be in written form and given to the Chair.

7. Each member may speak once on a discussion topic for a maximum of 5 minutes.

Opening the Treasurer's report

Groups with problems/Group reports:

Subcommittee reports

RCM and Alternate RCM report

Old business

New business

Discussion Topics

Closing Treasurer's report

Quorum: **11**

GSR count: 18 @ 2:15 P.M.

Attendance notes:

Open Positions:

Vice Secretary

Alt. RCM

Marathon Vice Chair

*****Next Area Meeting is on 07/13/2025*****

New GSRs: Back to Basics, Nate P.

New Meetings: The Ties that Bond Us Together Group

Saturday 12-12:30 pm 7th North 14th Harrisburg, PA

Corrections to Minutes:

Orders of the Day: Moved By: Sean B. _2nd by: Rob W.

Opening Treasurer's Report: *See Attached. *

Groups with Problems: Twisted Sister- Need Support - **see group report for details**

Lunch Bunch- Need Support - **see group report for details**

Group Reports

Acceptance- Tues 7-8 PM- 64 E North St, Carlisle, PA- No Report

All Are Welcome- Wed 7-8:15 PM- 54 Bank St, Harrisburg, PA- Everything is going smoothly, full attendance. David D.

Any Lengths- Thurs 7:30- 8:30 PM- 210 W. Main St, Hummelstown, PA- No report.

Back to Basics- Wed 7:30- 8:30 PM- 135 W Simpson St, Mechanicsburg, PA- No report.

Bottom Line- Mon-Fri 12- 2 PM- 7 N 14th St, Harrisburg, PA- Bottom line is doing well. We have between 20-50 people who most are newcomers. We donated to the area services. Peggy J.

Clean and Free- Sat 12-2 PM- 750 S 29th St, Harrisburg, PA- No report.

Commitment to Change- Wed 7- 8 PM- Cifelli House, 1422 Market St, Harrisburg, PA- This commitment is \ shared by Rob G. and me. All is well. Jan A.

Cut and Dry- Fri 7- 8:30 PM- 914 S 21st St, Harrisburg, PA (21st & Derry)- No report.

Desire to Grow- Tues 7:30- 8:30 PM- 300 Market St, Lemoyne, PA- No problems to report. Sean B.

Early Bird Gets the Worm- Sat 9:30 AM- 11 AM- 300 Market St, Lemoyne, PA

Exodus to Genesis- Sun 6- 7:30 PM- 5th & Camp St, Harrisburg, PA The doors to our group are open. We are giving a warm welcome to join every Sunday night, 6-7:30 pm. Sometimes our attendance is few in numbers. Sometimes our attendance is in numbers. Our mission is thriving! All are welcome! Dijawn A.

Gathering Place, The- Sun 6-7 PM- 323 Reno St, New Cumberland, PA No Report.

HANA- Fri 6:30- 8 PM- 901 N 6th St, Harrisburg, PA- The meeting is doing ok. We are still planning our 50th anniversary of H.A.N.A Group. The message of Recovery is being spread. Thanks for letting me serve. Chris P.

Honesty- Thurs 7:30- 8:30 PM- 530 Bridge St, New Cumberland, PA- No Report.

Just for Today- Sun 12- 2 PM- 7 N 14th St, Harrisburg, PA Our meeting is doing OK. We care about the message and opening and closing on time. Thank you for allowing the US to serve. Gerald W.

Just for Tonight- Sat 8- 9 PM- 300 Market St, Lemoyne, PA- No report.

Keeping the Hope Alive- Sun 7:30- 8:45 PM- 300 Market St, Lemoyne, PA- Our meeting is going well. We have a lot of people. Everything is going well with the meeting and still going very well. Edward C.

Life or Death- Sun 7-8 PM- 221 S 2nd St, Steelton, PA- No report.

Linglestown Meeting- Wed 7- 8 PM- 5834 Linglestown Rd, Harrisburg, PA- No report.

Lunch Bunch- Mon-Sat 12- 1 PM- 309 Herman Ave, Lemoyne, PA (In person & Zoom)-

The Lunch Bunch continues to meet daily at noon on both the in-person and Zoom platforms. Members from the group serve as chairs for both platforms; however, the in-person meeting struggles to have a consistent schedule of people to commit to the chair position. The group has voted to lower the cleaning time requirement for chairing from six months to four months. The group may still have to close the Sunday meeting or lower the cleaning time requirement even further. Many individuals who attend the in person meeting daily are in early recovery and would benefit from commitment to NA. Those who serve as chairs are often responsible for chairing both platforms. The lunch Bunch also depends on the zoom meeting to pay for the in-person meeting rent, literature, coffee, as well as Zoom meeting responsibilities. The group does struggle financially and depends on the Zoom meeting platform to provide. We have T-shirts for sale to raise money for a holiday speaker jam sometime between the end of November to January. We could use donations of turkeys as well as people to volunteer to cook them. We also need at least 4-6 individuals to assist with serving food on the day of the event. More will be revealed. TFLMS, Cat A

Message of Hope- Fri 8-9 PM- 4685 Mt Zion Dr, Enola, PA- No report.

Nothing to Fear- Mon 7:30- 8:30 PM- 216 S Market St, Mechanicsburg, PA- No report. **O.D.O.P.-** Wed 7- 8 PM- 600 Evergreen Road, New Cumberland, PA - No report.

Only Hams are Cured- Sat 7- 8:30 PM- 901 N 6th St, Harrisburg, PA- We are doing well with steady attendance of about 30-40 people attending. The due rent is paid through June. We brought \$94 in Literature and donated \$5.25 to the area, and we have our \$45 prudent reserve. Rob G.

On Life's Terms- Mon 6:30- 8:15 PM- 901 N. 6th St. Harrisburg, PA- No report.

Saturday at Swatara- Sat 7-8 PM- 6300 Chambers Hill Rd, Harrisburg, PA- No report.

Share and Care- Mon 7- 8:15 PM- 228 Bridge St, New Cumberland, PA- No report.

Steps and Traditions- Thurs 6:30- 8:15 PM- 750 S 29th St, Harrisburg, PA- Group Attendance is good. Home-group members are showing up. No problem. Tony W.

Steps to Freedom- Tues 7- 8:30 PM- 901 N 6th St, Harrisburg, PA- Group is doing well, we are requesting to have a speaker Jam July 26th, 2025, will have the final steps completed by next service Dereck C.

Twisted Sisters- Tues 7- 8 PM- 32 S Front St, Wormleysburg, PA- Our group needs support. We are only having 3-6 in attendance and struggling to make enough through the 7th tradition to pay rent and buy lit. Thank you! Also, we are looking for a new location that is more accessible to people who are not able to walk/upstairs. Candie M.

Value of Life- Sun 6- 7 PM- 130 Nittany Dr, Mechanicsburg, PA- No report.

We Do Recover- Mon 7- 8:15 PM- Cifelli House, 1422 Market St, Harrisburg, PA- No report.

Subcommittee Reports

Unity Committee: The Group is doing well with upcoming events planned + flyers being made for upcoming cookouts. Thanks for allowing us to serve.

June 21, 2025, game and dance 6th and Forster -8:30 pm

July 5th to July 4th Cookout, Kohl's Park, 1050 Dowhower Road, Harrisburg, PA 17111, 11 am-7 pm

July 19th Speaker Jam Dance 6th + Forster 2pm -11pm

Sept 20th Cookout with all areas @ Koons' Park @ 11 AM- 7 PM 6030 Larue St Linglestown, PA 17112
Peggy L./ Rich B.

Unity Treasurers' Report: **See Attached

Literature: 994.05 Brought in Meeting lists ordered need more Making new order forms Bought supplies Justin R.

Policy: No motions submitted copies of Policy are available for the Group of sub-committees who have not received the policy are up to date. Steve T.

Public Relations: Titled: We Are ALL PR I have reached out to our regional PR Chairman, Linwood M., asking him to please contact me and Caesar with activities that we will be able to participate in for this week.

Also, June 28, 2025, Time: 6-8 PM Eastern Time. What: Regional Public Relations Zoom Worship for the phone lines. DiJawn A,

RCM: **See Attached* Nancy U.

Marathon: No Report.

Audit: No report.

AD-HOC: Report has been written and submitted. Sean B. Committee Chair

Hospitals and Institutions: There were 11 in attendance. We voted on 4 new panel members who have attended 3 or more meetings.

We seem to be attending 3 or more meetings. We seem to have a good core group; The new panel members are shadowing different facilities. Currently we are serving! - Literature was ordered for Arkview + New Insights. Jean A.

Facility Reports:

- Arkview- All is well. Share people, serious, different speakers every week. David D. ● C-90 -All is well. Marlin J.
- Common Ground- Rob G. is now splitting with Jan A. All is well. Rob G.
- Conewago - All is well, Marlin J.
- Dauphin Co Prison- Women's -The meeting is going well. We are asked to submit a schedule to the staff. That was done for June, and all dates are covered. Jan A.
- Men's Work Release - All is well, Marlin J.
- New Insights - I met with them on 5-24-25 and 5-13-25 First week, I shared my story, and in the second week, we read the sponsorship Pamphlet. Clients have been very cooperative and share openly. Dana H.
- Women's Work Release (DC) - New Commitment Marlin J.

New Business

- 06.25 H1- The unity committee is requesting \$100.00

INTENT: To help with our next event on the third Saturday in June.

Teresa P., 2nd by: Chris P.

PASSED: 14 YAH 3 NAH ****, 2nd by: ***

- 06.25 H2- July 6th Area Service moved to July 13th ***, 2nd by: ***

INTENT: To accommodate the holiday weekend.

Andrea M., 2nd by: Jan A.

PASSED: 14 YAH 3 ABST

Old Business

Discussion Topics

Notes

Final Treasurer's Report: **See Attached

Motion to Adjourn Meeting at _3_:26 _PM. Moved By: Chuck, 2nd By: Sean B.

Next ASC Meeting is: 07/13/2025. Subcommittee meeting at 12:30 PM and Area Service starts at 2:00 PM

Positions	Jan	Fe Ma b r	Apr	M ay	Ju n	Jul	Au g	Se p	Oct	No v	Dec
Area Chair	P	P P	P	A	A						
Area Vice Chair	P	P P	P	A	P						
Secretary	P	P P	A	A	P						
Vice Secretary	O	P P	P	P	O						
Treasurer	P	P P	A	P	P						

H&I Vice Chair	A	AA	P	A	P						
PR Chair	P	P P	P	P	P						
Vice Treasurer	P	PP	P	A	P						
Unity Chair	O	PP	P	P	P						
Unity Vice Chair	P	PP	A	P	A						
Unity Treasurer	P	PP	P	P	P						
Unity Vice Treasurer	O	OP	A	A	P						

RCM	P	PP	A	P	P						
Alt. RCM	P	OO	A	A	O						
H&I Chair	A	PP	P	P	A						

PR Vice Chair	O	OP	P	A	P						
Literature Chair	P	PP	P	P	P						
Literature Vice Chair	P	PP	P	P	P						
Policy Chair	P	PP	P	P	A						
Policy Vice Chair	O	PP	P	P	P						
Marathon Chair	O	OP	A	P	A						
Marathon Vice Chair	P	PA	A	A	O						*

HANA	P	P P	P	P	P						
Honesty	P	A P	P	P	A						
Just for Today	P	P P	P	A	P						
Groups											
Acceptance	A	AA	A	A	A						
All Are Welcome	P	P P	P	A	P						
Any Lengths	A	AA	A	A	A						
Back to Basics	P	A P	P	P	P						
Bottom Line	P	P P	P	P	P						
Clean and Free Closed	P	AA	A	A	A						
Commitment to Change	A	P P	A	A	A						
Cut and Dry	P	AA	A	A	A						
Desire to Grow	A	P P	P	P	P						

Early Bird Gets the Worm	P	P P	P	P	P						
Exodus to Genesis	P	P P	P	P	P						
The Gathering Place	A	AA	A	A	A						

Just for Tonight	P	P A	P	A	A						
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Keeping the Hope Alive	A	P A	A	A	A						
Life or Death	P	P P	P	P	P						
Linglestown Meeting	P	A P	A	A	A						
Lunch Bunch	A	A P	P	P	P						
Message of Hope	A	AA	A	A	A						
Nothing to Fear	P	P P	P	p	P						
O.D.O.P.	A	P P	P	P	A						
Only Hams are Cured	P	P P	P	P	P						
On Life's Terms	A	A P	P	P	P						
Saturday at Swatara	A	P P	A	A	A						
Share and Care	A	P P	A	P	A						
Steps and Tradition	P	P A	A	P	P						
Steps to Freedom	P	P P	P	P	P						
Twisted Sister	P	P P	P	P	P						
Value of Life	A	P P	P	P	P						

We Do Recover	P	P P	A	A	A						
Monthly Total Attendance	17	20 23	20	17	18						

C.A.N.A UNITY SUB-COMMITTEE
TREASURES REPORT

EVENT DATE:

05/17/2025

STARTING BALANCE:

\$385

INCOME

ADMISSION:

-0-

FOOD:

\$613.

MISCELLANEOUS ITEMS:

sodas & water

SUB-TOTAL:

\$998.

NEW BALANCE:

\$998.

EXPENSES

FACILITY RENT:

\$45 / group

D.J.:

\$250.00

FOOD:

343

MISCELLANEOUS ITEMS:

ice
water & sodas
Ketchup
Hot sauce

SUB-TOTAL:

334.06

ENDING BALANCE:

334.06

COMMENTS:

I donated some ice and chicken

CASNA MONTHLY TREASURER JUNE

OPENING REPORT

		Ck#
Opening Balance	\$888.11	
Less Prudent Reserve	\$1,600.00	
Working Balance	-\$711.89	

INCOME

Group Donations	\$151.25	
Literature Income	\$994.05	
T-shirt match		

TOTAL INCOME

\$1,145.30

EXPENSES

Answer First	\$74.15	
Verizon	\$44.84	
Dex Media	\$10.00	
Area Rent	\$50.00	202
Meeting List	\$61.75	201
lit expense	\$8.48	200
Secretary reimbursement	\$42.27	204
H I Literature order	\$100.85	
Unity	\$100.00	203

TOTAL EXPENSES

\$492.34

Working Balance	-\$58.93
PLUS Prudent reserve	\$1,600.00
Ending Balance	\$1,541.07
Less Reserve to T-Shirts	\$200.00
Balance Available to use	\$1,341.07

Group Donations

		Rcpt #	Ck #
Acceptance Group			
All Are Welcome			
Any Lengths			
Bottom Line Group	\$18.00	240770	
Clean And Free			
Commitment To Change			
Cut & Dry			
Desire To Grow			
Exodus To Genesis			
Keeping The Hope Alive			
H.A.N.A.			
Honest Group			
H.O.W. Group			
Journey Continues			
Just For Today	\$43.00	240769	
Just For Tonight			
Life Or Death	\$30.00	240767	
Linglestown Meeting			
Living The Dream			
Lunch Bunch			
Message Of Hope			
New Life Group			
Non-Conformists			
Nothing To Fear			
ODOP			
Only Hams' Are Cured	\$5.25	240768	
On Life's Terms			
Only The Desire			
Saturday At Swatara			
Share & Care			
Step And Tradition	\$25.00	240763	
Steps To Freedom	\$20.00	240766	
The Gathering Place			
Twisted Sister			
Value Of Life			
We Do Recover-HBG			
We Do Recover-Millersburg			
back to basics	\$10.00	240765	
Total Group Donations	\$151.25		

June 1, 2025 Capital Area RCM report

Region was held virtually on May 10, 2025. The motion to have region go back to all in person meetings every 3 months was passed will go into effect in 2026. All other motions were reworded, so are back to groups for better understanding. It's my belief that this area knew about the motions and the rewording won't change our votes.

- * News from NAWS PR week is right around the corner. Has our PR committee planned an event or activity? Don't forget to share your events at PR@NA.ORG. Our July 12 webinar will address Disruptive & Predatory behavior, using the issue discussion topic session profile as a frame to bring together experience, strength and hope from members with new approaches to an old problem. We are getting excited about World Unity Day! For 24 full hours beginning 9 PM Pacific time September 5, 2025, events, workshops, games, videos, speakers and more will be hosted by your World Board and NA Zones around the world!! Watch this space for more information - and don't forget to send us photos from NA events and celebrations in your communities so we can include them in our videos and powerpoints. We have made some improvements to our Contributions page. The new interface allows us to track contributions in a simple, clear, and secure system so member, group, and service body or event contributions are easier to record and report. The options for "NA groups & service bodies" have changed. There are options to make contributions on behalf of NA groups (including virtual meetings & mee

(2)

6-6-2025 RCM Report
with no region affiliation), Areas, Regions, and Zones. We accept contributions in your local currency, through recurring or 1 time contributions, and in honor or memory of NA members you wish to acknowledge. Please reach out to contributionsquestions@NA.ORG if you have any questions or if you have a recurring contribution set up through the old NAW's user portal. We can cancel that recurring contribution on your behalf so you may sign up for the appropriate option on the new page without being double billed. We are here to help and appreciate your generosity in helping us carry the NA message worldwide.

The next region is July 12, 2025 in person places to be determined. There are many open positions at the regional level they are Vice Chair of Region, Vice Policy, PR Chair & Vice, H&I Chair & Vice, Step Writing Chair & Vice, MARLCNA Vice Chair, MARLCNA Vice Treasurer, Vice Webby, Vice Treasurer, ALT ~~RD~~ RD,

I have insurance papers here if anyone needs them.

Thanks for letting me serve

Nancy U
RCM
Capital Area

SUB-COMMITTEE REPORT

SUB-COMMITTEE: Ad Hoc CRR AATNAF

DATE: June 1st 2025

Report has been written and
Submitted.

SIGNED,

(PLEASE PRINT)

Sean B. Committee Chair

Capital Area Service of Narcotics Anonymous
Ad Hoc Committee Researching & Recommending Actions Against Theft of NA Funds
Recommendation Report
June 1st, 2025

The committee recommends the following in the event that NA funds under the purview of this Area Service body (CASNA), or any subcommittee or subdivision of this Area Service body, are stolen:

*A note, for the sake of clarity: Home groups within this area are not included as part of the Area Service body but as separate entities that are represented at Area Service. Area Service is effectively a "trusted servant" in service to the home groups in the area. This recommendation is for what Area Service, as that trusted servant, ought to do when funds entrusted to it are stolen.

Prevention of theft is how we ought to address theft.

"Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable—we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. 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." -NA Treasurer's Handbook, Bulletin #30

There was no exact methodology agreed upon by this committee for better handling of Area funds between the Area Treasury and Area Subcommittees. It was agreed, though, in so far as is possible, the actual handling of cash should be eliminated and a two person verification system—whenever funds are used—needs to be established and maintained. It is the general consensus of this committee that the responsibility for the recent loss or theft of NA Funds lies with Area Service and was a failure to follow policy procedure (or a failure to have effective policy). While particular responsibility is still held by the person who stole, that individual was put in a position with those funds that they were not suited for. It is pertinent to note:

"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." -NA Treasurer's Handbook, Bulletin #30

In the event that funds are missing:

If funds are thought to be missing, or a theft is thought to have taken place, the Area Treasurer should be notified as soon as possible. The Area Treasurer should then investigate the matter, enlisting the help of other Area Service Committee Officers as needed. The Area Treasurer should be considered the point person in leading an investigation and either clearly delegate tasks to fellow Area Service Committee Officers or take action directly.

This investigation is an **exploration of facts**. Hearsay and gossip can damage the fellowship and our fulfillment of our primary purpose. Let's stay calm, be discreet, and find out what happened. Key details to determine:

- Record **names and contact information of everyone involved**. It should be known who was given access to the funds in question, **from point of origin to point of loss**. Try to **recreate a timeline** of who had what and at what time.
- Retrieve any and **all receipts and financial documentation that track the money**, getting as near to the loss event as possible. These records are most essential. Be as specific with dollar amounts as is possible, as well as with times and dates.
- Take note of the activities, the context or intent, surrounding each exchange of money. This information can help to determine if Area Service Committee and subcommittee policies were being adhered to. Include the **intent for each disbursement** from Area Treasury.
- Document all pertinent details and the names of those who gave those details. Time stamp information when gathered. Any **witness testimony that can describe what took place should be written down and signed by the witness** (and dated, and then signed and dated by another individual who can witness the writing or signing of that testimony, if it isn't too unreasonable).

This should happen within a reasonable amount of time. An official determination of what took place should be made **within one to two weeks** of the start of the Treasurer receiving the report of missing funds. If a determination can be made sooner, it should be. If a definitive explanation of what took place cannot be made, a determination of mishandling of funds can be made, at least. As trusted servants, we are responsible for the money we are given to carry out our primary purpose.

If a theft occurred:

If a theft is determined to have occurred and the person who committed it is known, Area Service Committee officers should convene a meeting to reconcile with the individual who stole. All responsible individuals should be included in the event, meaning Area Service leadership (The Treasurer, Chair, and Secretary should be present, and/or their respective vice) and sub-committee leadership of whatever subcommittees that might be involved.

"At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action." -NA Treasurer's Handbook, Bulletin #30

Bulletin #30 also points out that the person who stole ought to be present at this reconciliation meeting and every effort should be made to contact and invite that individual to be reconciled. **A certified letter**, one that can be identified legally to have been delivered to the individual, is an essential step in this contact process. If this meeting can be arranged to occur within **30 days of the theft determination** (when the Treasurer, or Area Service Committee Officer appointed to handle the investigation, determines that a theft took place), it should be arranged so. In order to expedite the process, a certified letter can be sent immediately if phone calls and other casual attempts fail to contact the person who stole.

At the meeting to reconcile, **a plan of repayment with a legally binding contract needs to be made**. Area Service can be lenient, if reasonable, in the repayment terms if the individual who stole is prompt to respond and shows a willingness to make amends for their misdeed.

A **promissory note** would suffice for a contract of this nature. A promissory note is free to make and does not require a notary, but **needs to properly express the intention of the parties who are represented in it**. The note needs to be specific and exact. It should detail the **amount to be paid** and, if not all at once, the **disbursement of payments** and the **due dates** of those payments. The promissory note, or other contractual document, should include language **concerning a failure to pay that places any subsequent court costs onto the person who stole**. Language should be included that provides **a way to augment the agreement**, a way to petition for **more time with a payment**, or a way to **halt payments for a period of time**, so that the reconciliation itself can be maintained and the individual restored to the fellowship and not hindered in their recovery. A promissory note should have the **signature of the Area Service Committee Officers present at the meeting, signatures of a third party witness or witnesses, and the signature of the person who stole**.

If there is no reconciliation:

If there is no reconciliation with the person who stole—if they do not show up to the special meeting, do not respond to contact, or respond but do not do as they may say—then all documents pertaining to the theft, those already collected during the investigation, along with written and signed witness statements, any certified letter receipts, and a transcript of the meeting for reconciliation, should be gathered and presented to the police and a report of theft filed. Area Service Committee Officers should appoint a competent individual, preferably one of the officers, to take this documentation and file the report.

Pursuing criminal charges allows Area Service to seek return of the funds without spending further amounts and, as it happens, allows the person who stole to find legal representation without having to pay for a lawyer themselves.

The reconciliation meeting and promissory note stand as the attempt to resolve the issue outside of formal court proceedings. It does not seem reasonable to expect that Area should make any other attempt at recovering the funds in a way that does not damage the guilty person's life if they show no willingness to make amends or resolve the matter altogether outside of court.

As of this writing, the statute of limitations (the time frame within which prosecutors must file charges) for misdemeanors in Pennsylvania is 2 years, and for felonies is 5 years. As regards theft of NA funds from Area Service, all amounts that are \$2,000 or more would be considered felony charges.

If there is reconciliation but a failure to keep the terms:

During the reconciliation meeting, the person who stole and the other attendees of that meeting should come to an agreement for repayment that is reasonable and attainable. The only possible conclusion is to pursue the matter in court, if the person who stole fails to meet this agreement and fails to communicate with Area regarding problems with repayment.

Aiming to care first for the well being of the person, a fellow human and addict, is part of carrying the message and is our primary purpose as an organization. Restoring the property of the addict who gave their hard earned money to support the carrying of that message, that property that was entrusted to Area Service, is a secondary aim but is not to be disregarded or denied simply because it would be easier for that individual (or easier for Area servants).

If the person who stole fails to comply with the repayment agreement and does not follow up with seeking reconciliation and civil lawsuit seems like the only recourse, a cost to benefit analysis of the situation should be done and the issue should go back to home groups for a group conscience vote before the additional expenses of legal action are taken on.

To file a civil lawsuit, if the dollar amount is less than \$12,000 the suit should be filed with a Magisterial District Court, depending on where the theft occurred (or where the person who stole resides, if the location of where the theft occurred cannot be determined). If the dollar amount is more than \$12,000 the suit should be filed in the Dauphin County Court of Common Pleas. The particular court should be contacted directly to

determine specific steps for filing and to find the pertinent forms. It may prove to be in the best interest of Area Service, with the support of the conscience of our home groups, to find legal representation. In the absence of that our trusted servants should consult with knowledgeable members of the program and seek what resources can be found at the region and world service levels of NA.

Why does any of this matter?

There are a lot of things that can be said about money, but it has become an essential facet of life for most humans. Money is the means by which we exchange our effort, skill, and wit for the material goods we use to live and find safety (not to mention having fun or gaining prestige). Money has also been a significant component of our addiction story.

When we start out in recovery, one of the first things we need to learn is the proper use of money: how to gain it legitimately and how to manage it so we don't kill ourselves or ruin our lives. It is not insignificant that when we recover we find that one of the best uses of our money is to pay for the rooms where NA meetings are held or to pay for materials and programs that carry the message of freedom from active addiction.

What I use to support my own life is the same thing I use to give life to NA. This is why it matters what happens to all those dollars in the basket. And even though I can't trace where a single bill goes, and when I spend my money it feels like it just disappears into the ether, that does not mean it somewhere ceases to exist in the universe. These little "drops of blood" that we sacrifice for one another are themselves spiritually heavy and full of meaning. We cannot ignore our duty to manage the lifeblood of NA and remain spiritual. That being said, there are specific spiritual principles that are impacted by the mismanagement of NA funds, by theft, by the breaking of trust, or by the failure to be responsible.

Considering things from the perspective of anyone who has stolen, or more specifically stolen NA funds, we need to consider the principle of anonymity. If we disregard someone who steals from Area Service funding, seek to punish them without consideration for their well being, and summarily say "Well they made their bed, they can sleep in it", we forget that "but for the grace of God, there go I". There is no difference, other than context and timing, between one addict and another. We have a corporate responsibility to provide them with an eternally available spot within our fellowship, or we ourselves are excluded. To that end, we must make available a path to restoration that only expires with the willingness of the individual to be reconciled. This touches upon other spiritual principles, as well, but is effectively summarized in the most important of them all, love. Unconditional love.

But this is not at odds with our duty to manage NA funds wisely and responsibly. Accountability for our actions is an essential part of love and an essential part of our program. We do not recover in a vacuum and we do not recover in order to abandon the world. We recover in the midst of an often difficult daily life that requires we attend to the "laws of the land". We also recover with the hope to become benevolent members of human society and not the leeches of our failed ways. Holding a fellow member accountable for a misdeed, especially for one that injures the life of NA and our collective recovery, supports them in learning to live life on life's terms. Failing to reprimand or acknowledge the reality of debt, especially such a spiritually significant debt, feeds our fellow addict to whatever delusion seeking their destruction.

Wrong doing is never without quantifiable harm in the universe, even if we are incapable of accurately calculating it. Forgiveness always has a cost to the one who forgives. The spiritual principle of justice is a sacred one, one that is difficult to uphold, one that ought to be a primary concern for those who want to be benevolent parts of society.

In the end, we cannot avoid the debt of property taken, misplaced, or abused. That would deny the principle of responsibility. It would deny the principle of admitting that what is real is real. Debts can be forgiven, but only at a cost. It can be the choice of an individual who can generate or earn money, or has it already available, to take on and forgive a debt. Area Service cannot earn money, it is a function of the charitable will of the home groups. We can fail to be responsible, we can fail to be spiritual, but we cannot simply forego acting on the loss of NA funds.



#30 theft of NA funds

The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

SAFEGUARDING FUNDS

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable—we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. 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.

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 to 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. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

WHEN SAFEGUARDS FAIL

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should 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.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through 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 ahead, using area and regional service committees and world services as resources.

RESOLUTION AND RECOVERY

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects—conflict between members, disunity, disillusioned members—on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

New Saturday Meeting
Starting June 7, 2025

***THE TIES THAT BOND
US TOGETHER
GROUP***

Meets on Saturday's

Time -12pm -1:30pm

Location -7 north 14th Street,
Harrisburg PA