

Suggested Guidelines for the Finance
Sub-Committee of the World Service
Conference

1. Establish a P.O. Box as follows:

W.S.C./N.A.
P.O. Box ---
Your Town, State, Zip

2. Establish a bank account; Make sure two (2) signatures are required; Be sure bank has non-profit and exempt numbers.
3. Make sure that each sub-committee, W.S.O. and any other committees of the World Service Conference send in to the Treasurer and Finance Chairman overall projected-yearly forecast and actual quarterly financial statements.
4. Make sure Chairman of the finance committee has recent addresses of all sub-committee chairpersons; Regions that are established (areas if regions are not in effect at that time); Newsletters throughout the country, and the World Service Office.
5. Set up quarterly meetings of the finance committee either by phone, letters or in person with each member of the committee; To review forecasts, records and objectives.
6. Streamline methods of funneling money distributed through N.A. (i.e. fund raisers, groups, areas, regions, W.S.C., and W.S.O.).
7. Distribute and disburse funds to W.S.C. sub-committees and W.S.O.
8. Establish a priority of financial needs of the World Service Conference sub-committees, World Service Office, and disburse funds according to that priority.
9. Recommendation of this committee that ~~\$1.00 out of every \$10.00~~ ^{the excess funds over + above} ^{including O EXP. be sent to WSO} ~~of every meeting be sent to the World Service Office.~~ _{thru normal channels}

These goals and purposes cannot possibly be met through the Finance Sub-Committee until there is a bulk reserve to operate from.