

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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DATE: June 7, 1987
TO: Fellowship
FROM: WSC Joint Admin. Committee

On the following pages is a revised budget for the 1987/88 Conference year. This budget revision was developed by the Joint Administrative Committee at its meeting of June 6, 1987. The budgets of each committee or board were reduced because the Conference has reached a critical shortage of funds. At the time of the meeting, the World Service Office had advanced funds to pay for Conference activities in the amount of \$26,122. The projection for expenditures by the Office for Conference needs in June was \$19,783. Against this total of \$45,905, the Conference treasury had only \$5,430 with which to reimburse the Office.

After a thorough re-evaluation of reasonable income projections for 1987/88 it was the unanimous decision of the Committee Chairpersons and Vice Chairpersons that a revised spending program should be formulated. The figures on the following pages reflect the best judgment of the respective chairpersons and vice-chairpersons for spending by their separate committees. Although these revised budgets may be reviewed and changed within an individual budget by a Committee at its July meeting, the Committees will be held to these maximum spending limits. Individual entries in a board or committee budget may not correctly compute mathematically, as budget totals in some cases were adjusted rather than the separate items. When this situation occurs, the budget totals will be used.

The Joint Administrative Committee also discussed plans for a comprehensive report to the Fellowship on the Conference budget and the relationship of Conference work to the primary purpose of N.A. An emphasis in this report will be the dependence of the Conference on the Seventh Tradition.

Summary of Budget:

Admin. Committee	\$ 36,760
H&I Committee	16,380
Lit. Committee	34,040
Policy Committee	6,000
P.I. Committee	17,760
Select Committee	5,500
IT WORKS Ad-Hoc Com.	18,000
Add'l Needs Ad-Hoc Com.	5,800
B.O.T.	<u>40,520</u>
TOTAL	<u>\$180,960</u>

The Budget is for the fiscal year, June 1, 1987 to May 30, 1988. The "WSC meetings", as reflected in the budget are comprised of two quarterly meetings, two joint administrative committee meetings, and the annual conference. "Other meetings" are generally WSO consultation trips and include other necessary trips to the office.

Travel and lodging costs were determined by using averages of \$320 per flight and \$45.00 per person per night respectively. These amounts were based on average actual costs for 1986-'87. Travel was adjusted for possible fare increases. The lodging costs were based on two people to a room and should balance out to accomodate those times when WSC trusted servants may lodge alone, such as at RSC workshops. Estimated publishing expenses were provided by WSO and represents average costs of such projects for the fiscal year. Discretionary fund are funds available to each committee to be used in case of unforeseen circumstances. These funds may only be used with approval of the Admin. Comm. and the respective committee chair and/or vice-chair. The discretionary fund for each committee was based on the size of such committee's budget and possible need. The discretionary fund was also used to adjust each committee's budget to a round figure.

Costs for WSC meeting rooms, copying, and coffee (see Admin. Comm.) were based on actual costs for 1986-'87 and estimated costs for this year's conference. The Lit. Comm.'s budgeted costs for conference calls and for the "It Works" Ad-Hoc Comm. are estimated expenditures necessary for further work on "It Works-How & Why." Likewise the select Comm. budgeted costs for other meetings are estimated expenditures necessary to complete work on "The Guide To Service."

The Admin. Committee has decided to operate under the "WSC Policy for Budgeted Expenditures" for the fiscal year 1987-88. This proposed

policy has been committed to the WSC Policy Committee for consideration. However, in order to facilitate the reimbursement of expenditures we felt it necessary to use this proposed policy. In addition, the use of this proposed policy will aid in "working out the bugs" and determine if the policy is feasible.

CONFERENCE ADMINISTRATION

WSC Meetings (Workshops and Conference)

Mtg. Room Rental	6000
Copying	5000
Coffee	2100
<u>Publishing Projects</u>	
Fellowship Report -1000 copies 6 issues 20 pgs	
Production	3000
Postage	3000
Agenda Report - 200 copies issue 90 pgs.	
Production	375
Postage	460

ADMINISTRATIVE COMMITTEE

Participation at WSC Mtgs. (5 Mtgs.)

Travel 3 people x 5 mtgs. x \$320	\$ 4800
Lodging 3 people x 4 mtgs. x 2 nites x \$45	1080
3 people x 1 mtg. x 7 nites x \$45	945

Other Mtgs. (4 Mtgs)

Travel 2 people x 4 mtgs.x \$320	2560
Lodging 2 people x 4 mtgs.x 2 nites x \$45	720

Conventions, RSC Workshops (4 Mtgs)

Travel 1 person x 4 mtgs.x \$320	
lodging 1 person x 4 mtgs. x 2 nites x \$45	

Administrative Expenses

Phone (12 months x \$400)	4800
Copying & Postage	500

Discretionary Funds

Misc.	<u>1370</u>
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TOTAL ADMINISTRATIVE BUDGET

\$36,760

H&I COMMITTEE

WSC Mtgs. (5 Mtgs.)

Travel 2 people x 5 mtgs. x \$320	\$ 2400
Lodging 2 people x 4 mtgs. x 2 nites x \$45	720
2 people x 1 mtg. x 7 nites x \$45	630

Other Mtgs. (3 Mtgs.)

Travel 2 people x 3 mtgs. x \$320	1120
Lodging 2 people x 3 mtgs x 2 nites x \$45	540

Conventions, RSC, Workshops (6 Mtgs.)

Travel 1 person x 6 mtgs. x \$320	1280
Lodging 1 person x 6 mtgs. x 2 nites x \$45	360

Publishing Projects

"Reaching Out" 7000 copies 4 issues	
Production	3640
Postage	3640

Administrative Expenses

Phone, copies, postage	1000
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Discretionary Funds

Misc.	<u>1010</u>
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TOTAL H&I COMMITTEE BUDTGET \$16,380

LITERATURE COMMITTEE

WSC Mtgs. (5 Mtgs.)

Travel 2 people x 5 mtgs. x \$320	\$ 3200
Lodging 2 people x 4 mtgs x 2 nites x \$45	720
2 people x 1 mtg. x 7 nites x \$45	630

Other Mtgs. (3 Mtgs.)

Travel 2 people x 3 mtgs. x \$320	1920
Lodging 2 people x 3 mtgs. x 2 nites x \$45	540

Conventions, RSC Workshops (2)

Travel 2 people x 2 mtgs. x \$320	
Lodging 2 people x 2 mtgs. x 2 nites x \$45	

Literature Review Comm. Mtgs. (4 Mtgs.)

Travel 2 people x 4 mtgs. x \$320	2560
Lodging 2 people x 4 mtgs. x 2 nites x \$45	720

"It Works" Ad-Hoc Comm. Mtgs. (1 Mtg.)

Travel 11 people x 3 mtgs. x \$320	5000
Lodging 11 people x 3 mtgs. x 2 nites x \$45	1000

Full Lit. Com. Mtg. (June)

Travel 19 people x 1 mtg. x \$320	5000
Lodging 19 people x 1 mtg. x 2 nites x \$45	1500

Special Projects

Telephone Conference Calls	2500
Mailing of Lit. Fellowship Report	700
Committee Correspondence	800

Administrative Expenses

Phone, copying, postage	800
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Discretionary Funds

Misc.	450
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TOTAL LITERATURE COMMITTEE BUDGET \$34,040

POLICY COMMITTEE

WSC Mtgs. (5 Mtgs.)

Travel 2 x 5 mtgs. x \$225	\$2250
Lodging 2 x 4 mtgs. x 2 nites x \$45	720
2 x 1 mtg. x 7 nites x \$45	630

Other Mtgs. (1 Mtg.)

Travel 2 people x 1 mtg. x \$225	500
Lodging 2 people x 1 mtg. x 2 nites x \$45	180

Administrative Expenses

Phone	500
Copying & Supplies	500

Discretionary Funds

Misc.	770
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TOTAL POLICY COMMITTEE BUDGET \$6,000

P.I. COMMITTEE

WSC Mtgs. (5 Mtgs.)

Travel 2 people x 5 mtgs. x \$320	\$ 3200
Lodging 2 people x 4 mtgs. x 2 nites x \$45	720
2 people x 1 mtg. x 7 nites x \$45	630

Other Mtgs. (2 Mtgs.)

Travel 2 people x 2 mtgs. x \$320	1280
Lodging 2 people x 2 mtgs. x 2 nites x \$45	360

<u>Multi-regional Learning Days (9 Mtgs.)</u>	2720
Travel 1 person x 9 mtgs. x \$320	
Lodging 1 person x 9 mtgs. x 2 nites x \$45	

<u>Projects (Non N.A. Events 3+)</u>	
Registration \$370 x 3+	1350
Literature \$500 x 3+	2000

<u>Publishing Projects</u>	
P.I. Newsletter - 1000 copies 4 issues 20 pgs.	
Production and Postage	2600

<u>Administrative Expenses</u>	
Phone	1500
Copying & Misc.	400

<u>Discretionary Funds</u>	
Misc.	<u>1000</u>

TOTAL P.I. COMMITTEE BUDGET	\$17,760
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SELECT COMMITTEE

<u>WSC Mtgs. 2 Quarterlys 1 Annual</u>	
Travel 5 people x 3 mtgs. x \$320	\$3,600
Lodging 5 people x 2 mtgs. x 2 nites x \$45	900

<u>Other Mtgs. (2 Mtgs.)</u>	
Travel 7 people x 2 mtgs. x \$320	
Lodging 7 people x 2 mtgs. x 2 nites x \$45	

<u>Administrative Expenses</u>	
Copying & Postage	1000

<u>Discretionary Funds</u>	
Misc.	

TOTAL SELECT COMMITTEE BUDGET	\$5,500
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ADDITIONAL NEEDS AD-HOC COMMITTEE

<u>WSC Mtgs. (2 Quarterly, 1 Annual Mtg.)</u>	
Travel 2 people x 3 mtgs. x \$320	\$1,520
Lodging 2 people x 2 mtgs. x 2 nites x \$45	360
2 people x 1 mtg. x 7 nites x \$45	630

<u>Other Mtgs. (2 Mtgs.)</u>	
Travel 2 people x 2 mtgs. x \$320	480
Lodging 2 people x 2 mtgs. x 2 nites x \$45	360

Administrative Expense
Phone & Misc.

500

Discretionary Funds
Misc.

1,950

TOTAL ADDITIONAL NEEDS AD-HOC COMMITTEE BUDGET \$5,800

IT WORKS AD HOC COMMITTEE

TRAVEL AND LODGING COSTS 4 PEOPLE 10 MEETINGSx320 12,800
MEETING SPACE 4,000
ADMINISTRATIVE COSTS 1,200

TOTAL IT WORKS AD HOC COMMITTEE BUDGET \$18,000

BOARD OF TRUSTEES BUDGET FOR 1987-1988

2 REGULARLY SCHEDULED MEETINGS WITH THE WSC plus
ANNUAL MEETING

Travel & Ground Transportation	
12 People at \$320.00 x2	7,680.00
Lodging -- 2 Meetings -- 2 Days	
12 People at \$70.00 x 2 x 2	3,360.00
Lodging -- W.S.C. -- 6 Days	
12 People at \$70.00 x 6 =	5,040.00
Travel & Ground Transportation	
7 People at \$320	2,240.00
TOTAL	18,320.00

BOARD OF TRUSTEE MEETINGS (4 Meetings)

Travel & Ground Transportation	
7 People at \$320.00 x 4	8,960.00
Lodging -- 4 Meetings -- 2 Days	
12 People at \$70.00 x 2 x 4 =	6,720.00
TOTAL	15,680.00

CONVENTIONS, REGIONAL, MISC. REQUEST (12 Meetings)

Travel & Ground Transportation		
1 Person at \$320.00 x 12 =	3,840.00	
Lodging -- 2 Days		
1 Person at \$70.00 x 2 x 12 =	1,680.00	
TOTAL		5,520.00

MISCELLANEOUS EXPENSE

Telephone and Misc.	1,000.00	
TOTAL		<u>1,000.00</u>

TOTAL BOARD OF TRUSTEES BUDGET 1987/88	\$40,520.00
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