

1991-1992 WSO ANNUAL WORK PLAN NOVEMBER MONTHLY REPORT
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## PRESENTATION FORMAT

Topic  
Goal  
Accomplishment

## OCTOBER CARRYOVER GOALS

**Newsletter for Professionals**  
*Develop/review/edit/produce/mail.*  
Mailing list being revised; projected mailing date Dec. 16.

## Introductory Guide to NA

*Produce/inventory*  
In inventory

## NOVEMBER WORK PLAN GOALS

### WCC Annual Meeting

*Prepare/staff*  
Completed

### WSCLC Meeting

*Prepare/staff*  
Completed

### Conference Report

*Compose/compile/edit/production/mail*  
Mailed November 20

### Conference Digest

*Compose/compile/edit/translate/produce/and mail*  
Layout complete; English to be printed and mailed by December 31

### Steps Project/Meeting

*Prepare/staff; revise 6 steps; edit, and mail 5 drafts; prepare, edit, review by committees, and mail report*  
Will be mailed by December 13

### Unified Budget

*Research corporate and financial system changes*  
Research completed; pending further committee input

### Traditions Project

*Revise, edit, and mail 3 drafts*  
Complete

### Daily Book

*Review all final material by full WSCLC and factor in resulting input*  
Completed; approval version completed

### Colombia Trip

*Travel/prepare*  
Completed

## (NOV. MONTHLY REPORT CONT'D.)

### NAS Meeting

*Prepare/staff; prepare draft of CAR report; prepare approved version of 12 Concepts*  
Completed and mailed draft of CAR report; mailed 12 Concepts to WSC participants

### Spanish & Portuguese Basic Texts

*In stock*  
Completed; currently available

### Fellowship Intellectual Property Trust

*Coordinate working group, review by boards, develop final draft*  
Completed and mailed to all WSC participants

### Newsline for Professionals

*Develop, edit, review, produce and mail*  
Will be mailed by December 20

### NA Way Magazine

*Develop, review, produce and mail*  
Completed

### Meeting By Mail

*Compile, edit, produce, and mail*  
Completed

### WSC H&I Ad Hoc Subcommittees

*Coordinate activity*  
Completed

### Policy Working Groups

*Coordinate activity*  
Completed

## NOVEMBER GOALS TO BE INTEGRATED IN PRIORITY ORDER

### RSR-Only Vote Paper

*Develop and edit*  
First draft complete; being rewritten in response to committee input

### Multinational Development Forum

*Revise/edit and mail announcement*  
Letters finalized and approved; to be mailed by December 6

### Zonal Trustee Paper

*Revise/edit*  
No staff action to date; pending committee input

### Direct Funding Paper

*Revise/edit*  
Completed

## **Direct Donations to Translations**

*Revise/edit*

Combined with Direct Funding Paper;  
completed

## **Fundraising Paper**

*Revise/edit*

Will be revised at Feb. meeting of WSB

## **Gender Specific/"God" Paper**

*Revise/edit*

Will be completed by December 20

## **Relationship of WSB & WSC Committees**

*Compose/revise/edit*

Completed; will go to trustees in December

## **NEW GOALS ADDED TO THE NOVEMBER WORK PLAN**

### **Work Plan Revision**

*Revise work plan to include all WSC/WSB projects.*

Projects identified; prioritizing process begun.

### **Business Plan**

*Present development process, timetable, and mission statement*

Completed

### **Translations**

*Completed first draft of IP #1 in Danish*

*Following items ready for production:*

*In Portuguese--Group Booklet and IPs #2, 13, 23, and 27;*

*In French--IPs #2 and 7.*

Completed

**SPECIAL NOTE:** The WSO board has unanimously passed the following motion: "A 10% uniform increase on all items in WSO inventory as of October 1, 1991 be proposed for implementation at the January 1991 meeting of the board with a proposed effective date of February 1, 1992."

## **DEPARTMENT STATUS REPORTS**

### **Accounting**

Daily accounting functions, filing, and supplemental functions current

### **Data Management**

Daily functions current

Emergency programming needs met

Desirable efficiency improving programming - 6 months behind - would require 200 hours to bring up to date. Computer training for staff designed with implementation to be completed in November.

## **Group Services**

4 day turn-around on requests

1 months behind in filing minutes - would require 15 hours to bring up to date

1 month behind in filing of routine correspondence

## **H&I**

2 months behind in outgoing correspondence.

Would require 20 hours to bring up to date.

3 months behind in referral letter correspondence - would require 30 hours to bring up to date.

4 months behind in filing - would require 25 hours to bring up to date.

3 months behind in H&I log - would require 70 hours to bring up to date.

3 weeks behind in committee minutes review - would require 5 hours to bring up to date.

New H&I assistant orientation complete and impacting work backlog.

## **Trustees**

2 months behind in filing - would require 5 hours to bring up to date. Resources concentrated on priority projects, draft development/review/input.

## **International**

Correspondence current

## **Literature**

Daily activity current

Preparation for November meeting begun.

## **Translations**

Resources concentrated on priority projects; minimal support to all others; would require 240 hours to integrate old files into new system

## **Order Entry**

Daily functions current

## **Shipping**

4 day turn-around

## **Canadian Service Office**

5 day turn-around

## **European Service Office**

Resignation of staff created transition backlog; new staff has been hired.

## **WCC**

WCNA completed except for administration follow-up. WCNA planning underway. November 14 annual meeting set in Toronto.

Annual meeting completed. WCNA (Sydney) still in process of closing books; WCNA (Toronto) planned, well underway, and on schedule; WCNA (Chicago) no major action yet as Toronto is receiving

priority action. WCNA (Baltimore) site selection complete.

## **DECEMBER WORK PLAN GOALS**

### **Steps Meeting**

*Prepare/staff; Compose, edit, and mail 3 drafts; prepare, edit, review by committees, and mail report; release Steps 1-6 for review and input*

### **Traditions Meeting**

*Prepare/staff, revise, and mail 4 drafts; prepare, edit, review by committee/board, and mail report; prepare for release second half of traditions book for review and input*

### **Daily Book**

*Prepare approval version of Daily Book  
Completed in November*

### **Guide to Service**

*Prepare and mail approval version of 12 Concepts; CAR report  
Completed in November*

### **German Basic Text**

*Preproduction draft*

### **Service Materials Into 4 Languages**

*Final drafts/preproduction, assist committees*

### **NA Way Magazine**

*Develop, review, produce, and mail*

### **PI News**

*Develop, edit, review, produce, and mail*

### **Fellowship Intellectual Property Trust**

*Develop final draft for inclusion in CAR  
Completed in November*

### **Preparation for Conference Agenda Report**

*Develop and prepare drafts for JAC/WSB/WSO board review*

### **Policy Work Groups**

*Coordinate activity*

### **WSC H&I Ad Hoc Subcommittees**

*Coordinate activity*

### **Financial Management Policy**

*Review/revise*

### **Intellectual Property Use Policy**

*Develop*

### **Covenants Not to Sue with Vendors**

*Respond to requests*

### **Fellowship Service Office Survey**

*Summary compilation*

## **DECEMBER GOALS TO BE INTEGRATED IN PRIORITY ORDER**

### **WSB Operational Guidelines**

*Final draft for inclusion in CAR*

### **RSR-Only Vote**

*Edit and review*

### **Multinational Dev. Forum**

*Agenda Development (Tentative)*

### **Zonal Trustee Paper**

*Edit and review*

### **Fundraising Paper**

*Edit and review*

### **Gender Specific/"God" Paper**

*Edit and review*

### **International Development Statistical Reports**

*Compose/edit*

## **FINANCIAL REPORT**

**Additional Information** on any item listed in this report is available by contacting the WSO.

**Comments** are always welcome and should be addressed to the chairperson of the WSO Board of Directors in care of the WSO.

**Copies** of these reports currently go to all WSC participants. These reports may be of interest to other trusted servants. Please feel free to copy and distribute this document.

**1991 WORLD SERVICE OFFICE, INC.  
10 MONTH INCOME vs EXPENSE SUMMARY**

MONTH	WSO INCOME	WSO EXPENSE	WSO NET
JANUARY	\$364,457.95	\$355,134.11	\$9,323.84
FEBUARY	\$260,448.88	\$298,004.09	(\$37,555.21)
MARCH	\$294,123.91	\$328,676.09	(\$34,552.18)
APRIL	\$191,974.46	\$281,757.40	(\$89,782.94)
MAY	\$203,912.39	\$302,455.63	(\$98,543.24)
JUNE	\$372,752.21	\$311,020.82	\$61,731.39
JULY	\$299,262.31	\$317,793.65	(\$18,531.34)
AUGUST	\$129,102.31	\$221,799.30 **	(\$92,696.99)
SEPTEMBER	\$294,698.11	\$274,407.41	\$20,290.70
OCTOBER	\$239,820.64	\$287,556.35	(\$47,735.71)
AVERAGE WSO MONTHLY INCOME 1991			\$265,055.32
AVERAGE WSO MONTHLY EXPENSE 1991			\$297,860.49
AVERAGE WSO MONTHLY NET			(\$32,805.17)
(BASED ON ACCOUNTING SYSTEM)			

**WSO CASH BASIS 1991  
DEPOSITS vs CHECKS**

DEPOSITS	CHECKS WRITTEN	CASH NET
JANUARY		
\$313,895.94	\$321,221.01	(\$7,325.07)
FEBURARY		
\$272,854.60	\$290,363.06	(\$17,508.46)
MARCH		
\$281,736.72	\$261,319.61	\$20,417.11
APRIL		
\$403,200.35	\$369,060.61	\$34,139.74
MAY		
\$253,362.97	\$289,944.83	(\$36,581.86)
JUNE		
\$220,103.46	\$216,467.57	\$3,635.89
JULY		
\$351,574.83	\$309,965.52	\$41,609.31
AUGUST		
\$249,775.23	\$272,604.61	(\$22,829.38)
SEPTEMBER		
\$264,003.62	\$292,605.50	(\$28,601.88)
OCTOBER		
\$186,013.66	\$173,209.93	\$12,803.73
AVERAGE		
\$279,652.14	\$279,676.23	(\$24.09)
(BASED ON BANK STATEMENT)		

**1991 CANADIAN SERVICE OFFICE  
10 MONTH INCOME vs EXPENSE COMPARISON  
(IN CANADIAN \$)**

MONTH	CSO INCOME	CSO EXPENSE	CSO NET
JANUARY	\$22,945.46	\$11,231.46	\$11,714.00
FEBUARY	\$13,712.72	\$7,870.80	\$5,841.92
MARCH	\$6,956.00	\$6,976.65	(\$20.65)
APRIL	\$16,804.42	\$13,632.02	\$3,172.40
MAY	\$12,620.20	\$6,850.15	\$5,770.05
JUNE	\$9,209.34	\$5,378.68	\$3,830.66
JULY	\$15,267.37	\$9,944.56	\$5,322.81
AUGUST	\$6,589.93	\$4,340.86	\$2,249.07
SEPTEMBER	\$6,037.70	\$4,632.24	\$1,405.46
OCTOBER	\$11,986.92	\$6,815.77	\$5,171.15
AVERAGE CSO MONTHLY INCOME 1991			\$12,213.01
AVERAGE CSO MONTHLY EXPENSE 1991			\$7,767.32
AVERAGE CSO NET			\$4,445.69
(BASED ON ACCOUNTING SYSTEM)			

\*\* PRIMARILY DUE TO BEING OUT OF  
BASIC TEXTS

**ESO YEAR TO DATE INCOME vs EXPENSE  
(CONVERTED TO U.S. \$ @ 1.90)**

INCOME	\$24,615.00
EXPENSE	\$79,222.00
NET	(\$54,607.00)

(BASED UPON ACCOUNTING INFORMATION THAT IS  
AVAILABLE AT THIS TIME)