



NARCOTICS ANONYMOUS WORLD SERVICES

19737 Nordhoff Place
Chatsworth, CA 91311 USA
Phone (818) 773-9999
Fax (818) 700-0700
URL: WWW.NA.ORG

MEMORANDUM

To: Conference Participants

From: World Board

Date: August 26, 1999

Subject: Year-End Financial Report- January 1st – June 30, 1999

Attached you will find the year-end quarterly report for the half-year transitional budget period January 1, 1999 to June 30, 1999. This report covers the full six-month budget period and as a result you will see some of the enclosed information republished in the World Services year-end Report, due in September 1999. Completed and upcoming travel is also included in this report. Although this report contains information through June 30, 1999, we can tell you that in the first month of the new budget year (through July 31, 1999), WSC donations total \$114,163. This is a continuing show of support by the fellowship. Donations are still needed to fund our ever-increasing demand for routine services and fellowship projects. Please let us all keep up the good work.

After hearing you at the conference we will try to explain a couple of items as simply as possible. As you can see we achieved more sales than we projected in the budget. This is always a good thing however, as some of you may remember this also means that Cost of Goods will be higher than projected as well, since it is directly tied to income. We did experience some increases in product costs but the majority of the increase in Cost of Goods is due to increased Income. We also want to point out that some of the project expenses reflected in the Variable Project expense item in this report are expenses for projects which are technically in next years budget (7/1/99-6/30/00) but were incurred during last years financial cycle (6/99).

Also in Human Resources-Chatsworth we need to point out that because of the day of the week that the month of June ended, we ended up with some of our next year's payroll expense reflected in this report. The accounting term for it is an accrual. Simply put it means that you have an expense reflected in one financial period that actually belongs to another. That will cause the expense to look like it is way off budget but actually the majority of that increase is the first payroll in July. Otherwise given the fact that we had never tried to budget this way before we did very well in comparison to budget.

Having completed this first time consolidated effort and coming very close to our projections we are much more confident of our improving ability to accurately project our short-term financial future. This will give us some additional confidence as we finish

the remaining transition in our financial system. The transition is not over but merely one step closer to completion.

As a reminder we consider funding requests on a quarterly basis. It is never too early to send in your requests but we ask that minimally requests for travel be sent to us by the following dates:

August 15, 1999

November 15, 1999

February 15, 2000

October – December 1999

January – March 2000

April – June 2000

(Past)

A copy of the new World Services Participation Request Form is attached for your use.

q:\wb\reports\qtrlyfinancial\699cover.doc

NA World Services Inc. Combined Financial Summary
January 1, 1999 - June 30, 1999

	Actual thru June	Budgeted Jan-June 1999
Income Breakdown		
FIPT Literature Income-Chatsworth	\$ 2,475,404	\$ 2,175,130
FIPT Literature Income-Canada	\$ 78,254	\$ 61,868
FIPT Literature Income-Europe	\$ 78,567	\$ 54,085
Non-FIPT Literature Income-Chatsworth	\$ 809,081	\$ 779,811
Non-FIPT Literature Income-Canada	\$ 36,072	\$ 17,710
Non-FIPT Literature Income-Europe	\$ 30,583	
Donation Income	\$ 308,451	\$ 275,046
Event Income	\$ 5,645	
Discounts & Allowances-Chatsworth	\$ (556,955)	\$ (584,356)
Discounts & Allowances-Canada	\$ (9,439)	\$ (9,624)
Discounts & Allowances-Europe	\$ (24,796)	\$ (20,574)
Projected Unspent Donation Income thru 12/31/98	\$ 120,935	\$ 95,995
Total	\$ 3,230,867	\$ 2,845,091

EXPENSE

Cost of Goods

Cost of Goods WSO Chatsworth-FIPT	\$ 440,902	\$ 346,141
Cost of Goods WSO Canada-FIPT	\$ 15,018	\$ 14,841
Cost of Goods WSO Europe-FIPT	\$ 23,238	\$ 33,600
Cost of Goods WSO Chatsworth-NonFIPT	\$ 377,241	\$ 376,930
Cost of Goods WSO Canada-NonFIPT	\$ 16,383	\$ 17,710
Cost of Goods WSO Europe-NonFIPT	\$ 19,465	
Cost of Goods & Services Events	\$ 799	
Cost of Goods WSC	\$ -	
Total	\$ 893,047	\$ 789,222

Operating Income

\$ 2,337,820 \$ 2,055,869

Operational Expenses

General & Administrative Expense WSO-Chatsworth	\$ 594,453	\$ 556,523
General & Administrative Expense WSO-Canada	\$ 11,345	\$ 13,695
General & Administrative Expense WSO-Europe	\$ 13,768	\$ 24,047
Administrative Expense-World Board	\$ 8,882	\$ 33,000
Annual Meeting - Including Development Forum	\$ 114,953	\$ 126,167
World Board	\$ 58,183	\$ 77,167
Committee & Board Mailings	\$ 3,417	\$ 14,277
Legal & Accounting	\$ 28,919	\$ 13,218
Professional Events	\$ 2,734	\$ 12,500
Flowship Development	\$ 26,210	\$ 22,777
Publications (incl. Reaching Out)	\$ 22,993	\$ 27,500
Other Project Expense [H&I Literature]	\$ 3,300	\$ 11,278
Leadership Orientation	\$ 1,840	\$ 15,000

WSC Co-Faciliatators	\$	-	\$	2,750
Prior Year Carryover	\$	(120)		
General & Administrative Expense - Events	\$	21,726		
Other Income & Expense	\$	(9,855.01)		
Subtotal	\$	902,748	\$	949,899
Variable Project Expenses	\$	14,858	\$	9,000
Total	\$	917,606	\$	958,899

		Actual thru June		Budgeted Jan-June 1999
Human Resources				
Human Resources WSO-Chatsworth	\$	917,026	\$	838,913
Human Resources WSO-Canada	\$	2,263	\$	2,783
Human Resources WSO-Europe	\$	22,913	\$	30,550
Human Resources WCC	\$	-		
Human Resources WCNA			\$	47,500
Human Resource Panel	\$	9,138	\$	17,514
WSC Leadership Planning & Training	\$	-	\$	15,000
Total	\$	951,340	\$	952,260
Excess Revenue/Expense incl Dep & Amortization				
Depreciation & Amortization	\$	468,875	\$	153,712
	\$	(78,550)	\$	(73,123)
Excess Revenue/Expense	\$	547,424	\$	226,835

**Report of Travel Decisions made by
the World Board Executive Committee
for NA World Services**

April through August 1999

COMPLETED TRAVEL:

April 1999

World Board Executive Committee Meeting

9-10 April

Purpose: To finalize planning for the annual meeting of the World Service Conference.

Travelers: WB Executive Committee; Michael McDermott, Jon Thompson, Susan Chess and Mario Tesoriero

Location: WSO Chatsworth

1999 World Service Conference

24 April - 1 May

Purpose: To attend the annual meeting of the World Service Conference. One World Board member was unable to attend.

Travelers: 17 World Board Members, 3 Human Resource Panel Members, 1 WSC Co-Facilitator, 3 translators, 21 full or partially funded Regional Delegates and WSO Staff

Location: Woodland Hills, California

May 1999

Marriott Masters Meeting

5-7 May

Purpose: To attend a meeting of the Marriott's 100 largest customers to improve planning and interactions.

Travelers: Mike Polin – WSO Staff

Location: Orlando, Florida

Memorial Service

15 May

Purpose: To send representatives on behalf of world services to a memorial service for a long time NA member, Greg P.

Travelers: Tony Walters – World Board and George Hollahan – WSO Staff

Location: Johnson City, Tennessee

**European Incentive and Business
Travel Marketing Conference**

15-20 May

Purpose: To conduct further research for WCNA-31, which will be held in the Asia-Pacific zone in 2005. Over ninety countries attend this conference for the purpose of international conference and convention planning.

Travelers: Mike Polin – WSO Staff

Location: Geneva, Switzerland

American Jail Association Annual Conference

23-27 May

Purpose: To continue to expand our market profile at the largest jail administrators and managers gathering in the country. We will be attending on an annual basis. This event has become an additional piece in our "marketing" plan, which addresses this specialized area. Two days were added to this trip to allow for a visit to the Texas Department of Corrections.

Travelers: Bob Stewart and Freddie Aquino – WSO staff

Location: Fort Worth, Texas

Archive Display and History Workshop

29 May

Purpose: To respond to a special request from this region to provide an archive display similar to the one at the world convention in San Jose and provide a NA history workshop. This event was held during their regional convention.

Travelers: George Hollahan – WSO Staff

Location: Shreveport, Louisiana

June 1999

Human Resource Panel Meeting

4-5 June

Purpose: First meeting of the Human Resource Panel for this conference year.

Travelers: 4 Human Resource Panel members; Jeff Spencer, Sonny Juarez, Tata Montilla and Jim Eppolito

Location: WSO Chatsworth

National Association of Drug Court Professionals

5-6 June

Purpose: To assess the value of involvement with this association as to whether it will assist NA in fulfilling our ability to more effectively carry the message.

Travelers: George Hollahan, Bob Stewart and Freddie Aquino - WSO Staff

Location: Miami, Florida

Host Committee Meeting for the 28th World Convention

4-6 June

Purpose: Held the first meeting of the Host Committee for the 28th World Convention to be held in Cartagena, Colombia in 2000. Additional business meetings necessary to plan the convention also took place.

Travelers: Cary Seltzer and Claudio Lemionet – World Board and Anthony Edmondson, Mike Polin and Sylvia Cordero - WSO Staff

Location: Cartagena, Colombia

**World Board Meeting and
WB Workgroup Meetings**

18-19 June

16-17 June

Purpose: First meeting of the World Board of Narcotics Anonymous World Services, Inc., for this conference year. The workgroups for Two-Year Conference Cycle, Motion 21 and the Process for Service Material met on Wednesday and Thursday before the board meeting and the Executive Committee met on Thursday.

Travelers: 17 World Board members and 9 Workgroup members; Mary Chant-Valentine, Gordon Costello, Susan Blaue, Ron Hofius, Steve Rusch, Julie Kirkpatrick, Jim Buerer, Andrea Lapin and Henrik Ekstrom.

Location: WSO Chatsworth

**Indiana Regional Service Conference and
Midwest Zonal Forum H&I/PI Learning Conference**

19-20 June

Purpose: To respond to a request to participate in a multi-regional learning conference focused on H&I and PI activities as well as subcommittee function and support.

Travelers: Bob MacFarlane – World Pool and Jeff Gershoff – WSO Staff

Location: Bloomington, Indiana

**Mexico United States Bi-National Demand for
Reduction of Drugs**

23-25 June

Purpose: To respond to a request from the RD from the Mexico Region for world services to assist with exhibiting at the event and training local members.

Travelers: Bob Stewart – WSO Staff and Tony Oceguedo – a bilingual member from San Diego

Location: Tijuana, Baja California

July 1999

**European Delegates Meeting
European Conference and Convention**

1-4 July

Purpose: Respond to request for attendance at the annual meeting of this zonal forum. WSO Staff also interacted with customers for WSO Europe.

Travelers: Susan Chess, Daniel Schuessler, and David James – World Board, Anne Peters and Paul DeCock - WSO Staff

Location: Sitges, Spain

Chicagoland Regional Convention

2-4 July

A request for world services to conduct a convention workshop during their regional convention was denied.

WB Communication Task Force

9-10 July

Purpose: Meeting of this workgroup of the World Board.

Travelers: Jane Nickels, Stephan Lantos, Bella Anderson and Tony Walters – World Board

Location: WSO Chatsworth

Twelve Step Advisory Committee

13 July

Purpose: Continuing interaction with this committee that was created by the California Department of Corrections to improve the interface between Twelve Step fellowships and California correctional facilities.

Travelers: Freddie Aquino – WSO Staff

Location: San Diego, California

**National Association of Blacks in
Criminal Justice's 26th Annual Conference**

18-22 July

Purpose: To continue our correctional marketing efforts at this annual conference.

Travelers: Bob Stewart and Freddie Aquino

Location: Los Angeles, California

**National Asian American Families
Against Substance Abuse Conference**

21-24 July

Purpose: First WS entry into the Asian Pacific community (can exhibit our presentations in Singapore, Jakarta , etc.) Entry into other related events and the Asian Pacific professional community. Training opportunity for local trusted servants.

Travelers: Mary VanEvery, Steve Sigman, and Elaine Adams-Herman – WSO staff

Location: Los Angeles, California

August 1999

Western States Zonal Forum

6-8 August

Purpose: In a response to a request to participate at their quarterly forum meeting. Topics included Resolution A, regional assemblies and splits, issue discussion topics for this year, and other local service issues

Travelers: Jane Nickels and Lib Edmonds – World Board

Location: Ventura, California

American Correctional Association Summer Conference

8-12 August

Purpose: To continue efforts with this organization and its attendees to raise awareness of Narcotics Anonymous. The goal of attendance at this event was for both public information and marketing. The World Board members presented at a major session of the event.

Travelers: Craig Robertson and Tony Walters – World Board and Bob Stewart and Freddie Aquino – WSO Staff

Location: Denver, Colorado

Southern Zonal Forum

13-14 August

A request for world services to participate in the Southern Zonal Forum's August meeting was withdrawn because no World Board members were available to attend.

**World Board Meeting and
WB Workgroup Meetings**

13-14 August

10-12 August

Purpose: Second meeting of the World Board of Narcotics Anonymous World Services, Inc., for this conference year. The workgroups for Two-Year Conference Cycle, Motion 21 and the Process for Service Material met on Wednesday and Thursday before the board meeting, the Executive Committee met on Thursday with the HRP, and the Communications Task Force met on Tuesday through Thursday.

Travelers: 16 World Board members and 9 Workgroup members; Mary Chant-Valentine, Gordon Costello, Susan Blaue, Ron Hofius, Steve Rusch, Julie Kirkpatrick, Jim Buerer, Andrea Lapin Henrik Ekstrom.

Location: WSO Chatsworth

Human Resource Panel Meeting

12-14 August

Purpose: Second meeting of the Human Resource Panel for this conference year.

Travelers: 4 Human Resource Panel members; Jeff Spencer, Sonny Juarez, Tata Montilla and Jim Eppolito

Puerto Rico Regional Convention

13-15 August

Purpose: In a response to their request for world services to conduct a workshop on local services.

Travelers: Rogan Allen and CJ Arroyo – World Pool

Location: Dorado, Puerto Rico

International Council on Alcohol and Addictions (ICAA)

16-20 August

Purpose: To continue our long-term participation in this professional event. We exhibited but did not present.

Travelers: Mary VanEvery – WSO Staff and Peter Ocken – Euro PI Chair. Garth Popple trained the travel team and his lodging was paid by World Services.

Location: Vienna, Austria

American Society of Association Executives (ASAE)

21-24 August

Purpose: Continuing interaction with this committee for the purposes of professional development and networking with other non-profit associations.

Travelers: Anthony Edmondson, George Hollahan, Lori Perea, Tom Rush, Bob Stewart, and Roberta Tolkan – WSO staff.

Location: San Diego, California

Twelve Step Advisory Committee

31 August

Purpose: Continuing interaction with this committee that was created by the California Department of Corrections to improve the interface between Twelve Step fellowships and California correctional facilities.

Travelers: Freddie Aquino – WSO Staff

Location: Chowchilla, California



WORLD SERVICES PARTICIPATION REQUEST FORM

This form should be completed and submitted when making a request for world services participation at an event. This information helps world services plan more effectively.

Name of Event:

--

Type of Event: (i.e. zonal forum meeting, *Conference Agenda Report* workshop, multi-regional PI workshop, regional assembly, etc.)

Dates/Time of Event:

--

Contact Person:

Name:

Phone:

--

What Region or Regions will be in attendance:

Do you have letters of intention from the regions that plan to attend?

☐ **Yes**

☐ **No**

If yes, please provide us with copies of the letters.

Estimated number of attendees: _____

In which portion of the event will world services be participating? If possible, give approximate date and time traveler(s) will be participating—including any specific issues you would like addressed. Please attach a tentative agenda for the entire event.

--

Closest airport to the event: _____

Will the traveler(s) be picked up at the airport?

☐ **Yes**

☐ **No**

If no, what is the distance from the airport to the event? _____

Closest hotel to the event: _____

(if event is not held in a hotel)

Driving time from downtown area of city to event: _____

WORLD SERVICES PARTICIPATION REQUEST FORM

Will the hosting region/forum/committee be making a contribution to the traveler(s) expenses (airfare, meals, lodging)?

☐ **Yes**

☐ **No**

If yes, please indicate the amount:

\$_____ for

☐ **Airfare**

☐ **Meals**

☐ **Lodging**

If you are providing lodging, what is the name and phone number of the person on the committee responsible for making reservations:

Name:

Phone:

Q:\wb\finance\Travel Request Form.doc

Please fill out this form and send to:
NA World Services
ATTN: Donna Smylie
PO Box 9999
Van Nuys, CA 91409

Or FAX to:
(818) 773-2659