



California Mid-State Region
P.O. Box 26105
Fresno, CA 93729-6105
www.calmidstatena.org

ADDENDUM "B"

**CALIFORNIA MID-STATE REGION OF NARCOTICS ANONYMOUS
MEMORANDUM OF FINANCIAL RESPONSIBILITY**

DATE: _____

I, _____, a trusted servant of the fellowship of the California Mid-State Region of Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA.

I understand I should avoid mixing Fellowship money with my own money or the money of anyone else.

I understand I should use Fellowship money or other assets only as directed by the Fellowship of NA.

I understand that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty, I will accept full responsibility for their replacement.

I understand that as a trusted servant I serve as a volunteer and will not be paid for my work.

When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I have agreed to follow and adhere to the CMSRSC Anti-Theft Policy.

Signed,

Trusted Servant

OFFICER, CMSRSC

Date

by: _____
Title

Print Name: _____

by: _____
Title

This document was created to implement the CMSRSC Anti-Theft Policy.

The California Mid-State Regional Service Committee has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.

This agreement shall be held in the CMS Regional Archives.



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Memorandum of Financial Responsibility

Fiscal Procedures: Anti-Theft Policy

The Eleventh Concept of the Twelve Concepts for NA Service states the sole priority of NA funds is to carry the message. The Twelve Concepts for NA Service gives the Region (CMSRC) a mandate from the NA groups that calls for total financial accountability. Any misuse of Funds by Regional Trusted Servants cannot be tolerated. Regional Trusted Servants will be required to sign a Memorandum of Financial Responsibility, (MOFR). Should any Regional Participant, Administrative Committee Member, Subcommittee Member or Convention Committee Member be found to have allegedly misappropriated, or misused NA funds or other assets, the facilitating officer of the Region, immediately upon calling the Regional meeting to order, must fully disclose the alleged misuse of funds or assets and the individual(s) involved. Any member accused of misuse of funds or assets may exercise their **Tenth Concept** right to redress at this time.

CMSRSC Action: The Region (CMSRSC), once informed of the alleged misuse of funds or other assets, may suspend the participation of individual(S)' involved by a Two Thirds (2/3) vote pending investigation and resolution. Additionally, any Member removed by the CMSRSC for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the CMSRSC or its subcommittees for Two (2) years.

Restitution; Individuals removed for misappropriation or misuse of funds and/or assets, are expected to make full restitution of all CMSRC funds. Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution by the CMSRC.

PROCEDURE FOR RESOLUTION; **1)** Conduct a thorough review of all books and financial records by an Ad hoc committee appointed and led by the Regional Chair. **2)** A meeting shall be scheduled ensuring that individual (S)' who allegedly misappropriated/misused funds or other assets, is informed of the meeting & given the opportunity to present their point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present to get in touch with their own Higher Power and focus on Spiritual Principles, before coming back in to decide the best course of action. **3)** If the individual (S)' admits to the theft and agrees to pay back the funds or restores other assets, a Restitution Agreement can be developed. The individual (S)' will be notified that if the Restitution Agreement is not adhered to legal action will be initiated based on the signed and witnessed Restitution Agreement. **4)** A report about the misappropriation will be published, and regular reports on the status of the Restitution Agreement shall be published until the Agreement is satisfied. Protecting the identity of the person (S)' involved is secondary to being accountable to the fellowship for its funds & ensuring that the person (S)' is not put in a position where they may do further harm. **5)** If the individual(S)' refuse 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, the World Service Board, and Narcotics Anonymous World Services Inc. as resources. **6)** If Legal action is pursued one or all of the following may occur: **(A)** A civil action may be filed against the individual(S)' and a Judgement for full restitution may be obtained. **(B)** The CMSRC may pursue a criminal prosecution of the individual(S)' through the proper channels.

I _____ have acknowledge I have read and understand this policy.

Dated: _____