Loss and Recovery of Pacific Cascade Regional Service Committee (PCRSC) Funds and/or Property

PURPOSE:
The purpose of this policy is to provide adequate accountability to the groups and areas of the region and Narcotics Anonymous as a whole. This policy is based on the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous with special emphasis on Step 9, Tradition 12, and Concepts 5 and 11; as well as the spiritual principles of responsibility, forgiveness, and understanding.

ACCOUNTABILITY:
Any member of the fellowship misappropriating/misusing PCRSC funds or PCRSC property, or misrepresenting payment to the PCRSC or its subcommittees with a check that is not honored by the issuing bank is accountable to the PCRSC.

PROCEDURE:
The goal of this procedure is to maintain communication with the trusted servants and resolve any potential problems (Concept #8). The following procedure may be stopped at any time following resolution (i.e. no loss is determined, restitution is made, etc.).

PART 1 – DETERMINATION OF LOSS

1. Any member that discovers the possible misappropriation, misuse, or other loss of PCRSC funds or property will report this to the PCRSC Vice Chair.
2. The Vice Chair will contact and report the possible loss of funds to the PCRSC Chairperson and Treasurer within 24 hours.
   *In the instance that the possible loss of funds may involve the Vice Chair, Chair, or Treasurer another officer of the PCRSC may be substituted in this process.
3. Within 72 hours of notification the Vice Chair will send the “PCRSC Letter of Inquiry” and will contact the person accountable for the funds/property in question.
4. The Vice Chair will then report back to the Chair and Treasurer the outcome of that contact, and it will be determined which of the following actions are necessary:
   a. No loss is determined
      - a full written accounting of funds/property is provided
   b. Indeterminate loss
      - possibility of loss; further information needed
   c. Loss and point of accountability determined
      - officers will initiate the “Initial Fund Recovery Process”
5. A complete written report of the process and determination will be presented at the next PCRSC.
PART 2 – INITIAL FUND RECOVERY PROCESS

1. A letter will be sent “certified return receipt”. (See fund letter #1)
2. Once this letter is sent a full written report needs to be disclosed at the next Regional Conference; however, the process should continue until the next PCRSC meets.
3. If no response is received or no resolution is met, a second letter is sent “certified return receipt” (See Fund Letter #2)
4. If no response is received or no resolution is met, a third letter is sent “certified return receipt” (See Fund Letter #3)
5. If response is not received from the letters or the person accountable for the funds/property wants to address the entire PCRSC no further action will be taken until the next Regional Service Conference. Any further action will be as determined by the PCRSC.

PART 3 – FURTHER ACTION AS DEEMED NECESSARY BY THE PCRSC

1. A report on the determination of loss and the initial recovery process will be given at the next PCRSC.
2. The following options may be considered by the PCRSC:
   a. Consider the matter closed and take no further action
      EXAMPLES:
      - Not enough information available
      - Humanitarian reasons (i.e. death, extreme illness)
   b. Continue to pursue internal resolution
      EXAMPLE:
      - Establish a written agreement for the return of funds/property
   c. Take appropriate legal action
      EXAMPLES:
      - Chair establishes a “Collection” Ad-Hoc committee (guidelines to be established at a later time)
      - Send to collection agency, civil action, criminal action, etc.
PCRSC INQUIRY LETTER

TO __________________________

FROM __________________________ (Regional Vice Chair)

DATE: __________________________

This letter is being sent due to an inquiry from a concerned member of the fellowship regarding possible misappropriation of money and/or merchandise. You are asked to please contact me, the Regional Vice Chair, within 7 (seven) days from the receipt of this letter to discuss this concern. I look forward to hearing from you soon, in order to come to a mutual understanding on this issue.

Sincerely,

_______________________________

Vice Chair

_______________________________ (Phone Number)

_______________________________ (E-mail Address)

_______________________________ (Return Mailing Address)
FUND LETTER #1

TO ____________________________

FROM ____________________________ (Regional Vice Chair)

DATE ____________________________

This letter is being sent to you because the PCRSC has determined that you are accountable for the loss/misappropriation of PCRSC money and/or property. The total sum for which you are accountable ___________________ Specific details regarding the determination of accountability have been included as part of this correspondence.

Above all, we wish to emphasize that our primary concern is your continued opportunity to find recovery. The fellowship of Narcotics Anonymous conjunction with the spiritual foundation of our program we are offering opportunity for you to clarify the circumstances surrounding this loss.

If you believe that the determination is incorrect, you are asked to please contact the Vice Chair within 7 (seven) days from the receipt of this letter to discuss this further.

If you believe the determination to be accurate, we offer you an opportunity to make amends through restitution. Please contact me the Vice Chair within 7 days from receipt of this letter and provide a specific schedule for repayment.

Your continued presence is valued above all else. The members of the PCRSC are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the PCRSC is welcome and you
wish to address the committee that adequate time will be provided for you to do so.

Sincerely,

________________________________________
Vice Chair

________________________________________ (Phone Number)

________________________________________ (E-mail Address)

________________________________________ (Return Mailing Address)
UND LETTER

TO

ROM: ____________________________ Regio V C

DAT ______________________________

T he second att being to y by the CR C beca ha that ou account le the ess/mi oprratio of PCR C money d/ property The tota sum or which you ntabl $________ Specifi det regarding determination of ntabl y've been included in of thi correspondence

The firs att sent y certi m: he bo addre and was

igned or y __________

returned nde ad __________

Abo el we ph th primary concern you cont ad pporti y ry the fe owshi Narcotics Anonymous cojunction w the sp ndati of og am we offeri pporti y y larify the cioms ces irrou th los

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ou de aton be curat off ri yo opportu ty mi amends h. ug estituti Please contact me he Vle C with