

## Draft Copy (5/13/01)

### 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.

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### **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.

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## 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 the correspondence.

Above all else, we wish to emphasize that our primary concern is your continued opportunity to find recovery. In the fellowship of Narcotics Anonymous, in 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 would determine this to be accurate, we are offering you 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.

You are needed and you are valuable members of Narcotics Anonymous. 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,

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Vice Chair

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(Phone Number)

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(E-mail Address)

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(Return Mailing Address)

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## FUND LETTER

TO: \_\_\_\_\_

FROM: \_\_\_\_\_ Region \_\_\_\_\_ Vice \_\_\_\_\_

DATE: \_\_\_\_\_

The second letter being to you by the CR C because ha  
ete that our account is the loss/misappropriation of PCR C  
money and property. The total sum of which you ntably  
\$ \_\_\_\_\_ Specific details regarding determination of ntably  
have been included part of this correspondence.

The first letter sent by certified mail to the above address  
\_\_\_\_\_ and was

signed on by \_\_\_\_\_

returned undelivered \_\_\_\_\_

Also, we phrased this primary concern your continued  
opportunity by the fellowship Narcotics Anonymous  
co-junction with the sponsorship of program we offering  
opportunity to clarify the circumstances surrounding this loss.

You believe that the details are incorrect. You asked to please contact  
the Vice Chair within seven days from the receipt of this letter to discuss  
this further.

You should be accurate offering you opportunity  
make amends through restitution. Please contact me the Vice Chair with