

CANA/ACNA FINANCIAL DISCLOSURE AGREEMENT

This agreement is to be read and signed by all CANA/ACNA members and all volunteers. Upon receipt of this duly signed and dated document, a copy will be given to the trusted servant and the original will be kept on file with the CANA/ACNA Admin.

1. The Eleventh Concept of Service states, "**NA funds are to be used to further our primary purpose, and must be managed responsibly.**" We suggest that you read the Twelve Concepts for Service, NAWs Bulletin #21 and the 7th Tradition essay in How it Works and Why, to gain a better understanding of our Fellowships views on financial matters.
2. A Trusted Servant money handling policy has been created and implemented to avoid financial problems. This policy is based on principles and not personalities. There are no exceptions to these stated policies.
3. All trusted servants handling Canadian Assembly funds or saleable items will be provided with a copy of financial policies to be read and signed. One copy will be given to the trusted servant and the original will be kept on file with the CANA/ACNA Admin.
4. Committee Members or CANA/ACNA members will make deposits to the bank from each day's sales from the convention. These deposits will be recorded in the Daily ledger. They will include the date of the deposit, the amount of the deposit and the initials of the person making the deposit. This same information will be included on the envelope and deposit slip that the deposit is made in.
5. The Committee Treasurer will make regular and frequent deposits. These deposits will be made at least weekly. These will be compared with weekly sales, contributions and expenses, the ledger, the deposit slip, bank statements and the CANA/ACNA treasurer having access to online banking. We discourage NA funds being kept in member's homes.
6. The Committee Treasurer will prepare and submit a month end report: comparing the total monthly sales to the deposits; using the deposit book; using the ledger and cash register receipt reports. The report will include a copy of the bank Statement, an up to date printout from the bank reflecting additional transactions and the current bank balance and a written report verifying the merchandise inventory. The treasurer will then make a monthly report to the CANA/ACNA body.
7. When forwarding merchandise to the next convention or committee, the inventory will be counted and documented by two officers of the outgoing committee. The inventory will be entered into the next convention books.
8. Bank statements are sent to the CANA/ACNA Secretary or designated committee member and a photocopy is sent to the Treasurer. These are compared to the reports for accuracy.

As part of your responsibility as a CANA/ACNA Member, you may become involved in the handling of merchandise and or funds. Please be advised that all Trusted Servants and individual addicts entrusted with handling of CANA/ACNA merchandise and or funds will be held accountable. In the event that any Merchandise and/or funds are found to be missing or misused, the CANA/ACNA Administration Committee will initiate an investigation. If you are found to have stolen or misused merchandise and/or funds, your trusted servant position will be **immediately forfeited** and the Canadian Assembly will have you prosecuted to the fullest extent of the law.

I have read and understand these financial policies. I understand I am responsible for funds missing that I am deemed responsible for. (All identification will be kept private and in a secure location)

Signature	Date	Drivers License #
Home Phone	Cell Phone	Address
Witness	Date	ADMIN POSITION