

FINANCIAL AGREEMENT
South Coastal Area of Narcotics Anonymous

*This form is to be read and signed by all SCANA members who, as Trusted Servants for SCANA: request, receive, or distribute NA funds or merchandise, on the behalf of or in the interest of Narcotics Anonymous. After signing and dating this form, one copy will be given to the signer, and the original will be kept on file with the SCANA Executive Committee archives. An active file will be kept on hand and marked **Financial Policy-Approved Trusted Servants**.*

1. The Eleventh Concept of Service states: "NA funds are to be used to further our primary purpose, and must be managed responsibly." It is strongly suggested that you read the Twelve Concepts for NA Service, and familiarize yourself with them.
2. A *Trusted Servant Financial Policy* has been created and implemented, to help prevent a financial problem. This policy is based on principles, not personalities. *There will be no exceptions made to these stated policies.*
3. All Trusted Servants handling SCANA funds or saleable merchandise will be given a copy of the financial policy to read and sign. One copy will be given to the Trusted Servant, and the original will be kept on file with the SCANA Executive Committee archive.
4. With regard to SCANA fund disbursement: all SCANA checks are to be completely filled out, to include-date, payee, amount, reason for disbursement, and two executive committee members' signature. The writer of the check will be the primary signature. The secondary signature is responsible for verification of correct and completeness of the check.
5. With regard to traveling funds and funds requested in advance: All request must come before the SCANA ASC body. Such request must be made on a SCANA motion form. Such request must pass by a simple majority prior to disbursement. In the event of advance disbursement, receipts from the approved event must be provided to the Executive Committee, at the ASC meeting immediately following the event.
6. With regard to reimbursement request: All such request must be made on a SCANA motion form, and be passed by a simple majority, prior to disbursement. Such request must include legible dated receipts.

As part of your responsibility as a volunteer member of the South Coastal Area of Narcotics Anonymous ASC, you may become involved in the handling of merchandise and or funds. Please be advised that all Trusted Servants and individual addicts entrusted with the handling of SCANA merchandise and or funds will be held accountable. If any merchandise and or funds are found to be missing or misused, an investigation will be initiated by the Executive Committee of SCANA. If you are found to have stolen or misused merchandise and or funds, your Trusted Servants' position will immediately forfeited and the Executive Committee of SCANA will have you prosecuted to the fullest extent of the law.

I have read and understand these financial policies:

Signature

Date

Printed Name

Address