

**Richmond Area of Narcotics Anonymous
Theft of NA Funds Retrieval Procedures**

When the theft of NA funds occurs at the area level, the area's chair shall appoint an ad hoc committee to investigate the matter and suggest a course of action if the theft did occur.

When the theft of NA funds occurs at the group level, the home group is responsible for the retrieval of group NA funds and may use this retrieval procedure and forms at the home group level.

When a home group lacks the ability to retrieve NA funds and ask the ASC for assistance in the retrieval of group funds, the area's chair or representative may assign the Outreach Subcommittee the task of assisting the group in the retrieval process.

When a member of a home group or group asks the Outreach Subcommittee assistance in the retrieval of group funds, a report of such request shall be included in both the group and Outreach Subcommittee reports at the next ASC meeting.

Retrieval Procedures

A. Determining if theft has occurred:

1. A thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated.
2. How much? _____
3. By whom? _____
4. Determine what failing in the accounting procedures and safeguards allowed this to happen?

B. If it becomes clear that money has indeed been taken:

1. The group or service committee should schedule a meeting.
2. The person who took the funds should be informed of the meeting and given the opportunity to present his or her point of view.
3. There should be a format that allow everyone involved time to express their feelings and concerns. See the Retrieval of NA Funds Meeting Format.
4. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their Higher Power.
5. After break the best course of action should be determined and taken.

C. If the individual admits to the theft and agrees to pay back the missing funds:

1. The Richmond Area of Narcotics Anonymous Contract for the Retrieval of NA Funds may be used.
2. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed repayment agreement.
3. A report about the situation should be published and regular reports on the status of the restitution agreement should be published until the agreement is satisfied in groups and/or area reports.
4. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
5. It is best to remove the person from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the Steps.

- D.** If the individual does not show up at the special meeting:
1. You will need to ensure that every effort to contact the person has been made.
 2. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter.
 3. Copies of the letter should be put in a safe place for further reference.
 4. If the individual's response to the letter is in a positive manner, you should return to section C and follow the procedures.
- E.** If the individual refuses to repay the money or agrees to a plan but does not follow through with agreement or if the person has disappeared it may be appropriate to take legal action:
1. The decision to take legal action is an option that does not compromise traditions or spiritual principles but it should be our last resort.
 2. It is suggested that the decision to prosecute be thoroughly explored before going ahead, using an area and regional service committees and world services resources.
 3. If a decision to take legal action is reached, a member or members from the group, subcommittee, or service structure in which the theft occurred, not as a representative of NA, can take legal action on the behalf of the group, subcommittee or service structure.

**Retrieval of NA Funds Meeting Format
Richmond Area of Narcotics Anonymous
Guidelines and Procedures**

Purpose

The purpose of this meeting is to make the or persons founded to be responsible for the theft and/or misuse of NA funds, aware of the charges against them, and to allow them to offer a defense, as well as, to allow those from whom the theft occurred to ask questions and offer solutions and courses of action to retrieve the misappropriated funds within the spirit of their Higher Power and the spirit of the program of NA. Our purpose here is to help not to hinder. Your cooperation and input is welcome, but let's do it in a way that is conducive to our purpose here.

Agenda

1. Open the meeting with a moment of silence followed by the serenity prayer.
2. Ask someone to read the 12 Traditions of NA.
3. Ask someone to read the 12 Concepts of NA Service.
4. Pass the attendance sheet.
5. Present the evidence against the accused.
6. Allow the accused to offer a defense.
7. Open the floor up for questions from whom the theft occurred or their representative(s) and allow the accused to respond to all questions.
8. After the question and answer section take a 5 minute break.
9. After the break determine the appropriate course of action based on the evidence.
10. If it is determined that the accused is responsible for the theft of NA funds determine the amount and offer a restitution repayment plan or allow the accused to offer a restitution repayment plan.
11. Have the accused fill in the terms of the agreement on the contract form, sign it and have all witnesses also sign and date it. The Richmond Area of Narcotics Anonymous Contract for the Retrieval of Misused NA Funds may be used as a legal agreement between all parties.
12. If the accused is present at the meeting and founded responsible for the theft and/or misuse of NA funds and refuses to except his/her responsibility, they should be made aware that legal action will be taken against them in accordance with the Richmond Area of Narcotics Anonymous Guidelines and Procedures for the retrieval of stolen or misused NA funds.
13. Close the meeting with the Serenity Prayer.
14. Submit a written report at the next area service giving the name(s) of the accused, the findings of facts and terms of restitution if appropriate.
15. Proceed as suggested by area policy.

Contract for Retrieval of Misused NA Funds

I, _____, agree to pay the _____,
(Print Name) (Group, Subcommittee, Area)

\$_____ per _____ until a total amount of \$_____ if repaid to
(Amount) (Frequency)

commence on the _____. I understand that _____

retain the right to take legal action if I violate this contract.

(Signature of Debtor) (Date)

(Complete Address) (Phone #)

(City and State) (Zip Code)

Witnesses:

(Signature) (Date)

(Signature) (Date)

(Signature) (Date)