

consistent

resources

effective

carry  
the  
message



support

building  
consensus

willingness



Invest  
in Our  
Vision

worldwide

commitment

contribute

reliable



Virtual

22, 23, 29, 30 April

technology

trust

collaborative

# INTERIM Conference Agenda Report & Conference Approval Track Material



# World Service Conference Mission Statement

The World Service Conference brings all elements of NA World Services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives that further the Vision for NA Service;
- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- NA groups have a mechanism to guide and direct the activities of NA World Services;
- Participants ensure that the various elements of NA World Services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service, and the knowledge that our efforts make a difference.



We all have to pull together, and in pulling together we learn that we really are part of something greater than ourselves.

Basic Text, Tradition Seven

# **Interim Conference Agenda Report/ Conference Approval Track Material**

**Virtual WSC 2022**

22, 23, 29, and 30 April

**2022 Interim Conference Agenda Report/Conference Approval Track Material**  
**World Service Conference of Narcotics Anonymous**

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# A Vision for NA Service



All of the efforts of Narcotics Anonymous are inspired by the **primary purpose** of our groups. Upon this common ground we stand committed.



Our **vision** is that one day:

- Every addict in the world has the chance to experience our **message** in his or her own language and culture and find the opportunity for a new way of life;
- Every member, **inspired** by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of **unity** and **cooperation** to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and **respect** as a viable program of recovery.



**Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.**

# Interim Virtual WSC 2022

## Hello from Your World Board

This conference cycle and *Conference Agenda Report* is unlike any other.

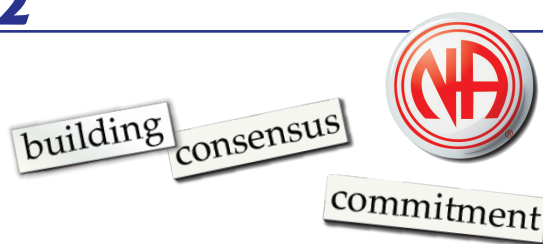
COVID-19 ushered in both a health and financial crisis that Narcotics Anonymous has had to adapt to. We don't have any opinions on outside issues, but we do live and recover in the world, and we have not been immune to the effects of the pandemic.

One of the most significant changes in World Services was the migration of the 2020 World Service Conference to an online environment. The June and September 2020 *NAWS News* ([www.na.org/naawsnews](http://www.na.org/naawsnews)) report briefly on that WSC, which for the first time in our history, occurred in two parts. Now we are getting ready to build on that experience in some respects.

After much discussion, including a conference participant web meeting devoted to the topic, and a couple of recommendation reports from the World Board, in August 2021, conference participants decided through epoll to hold the next WSC in 2023. The hope is that, by that time, financial and public health pressures will have eased enough that the 2023 meeting can be in person. In the meantime, there will be an interim, virtual WSC meeting in 2022 to make decisions required by law and policy as well as a decision about the Spiritual Principle a Day book.

You can find the recommendation reports from the board posted on the conference page [www.na.org/conference](http://www.na.org/conference). The epoll result from Conference participants are included in this document as Addendum A (on page 35).

This Interim *Conference Agenda Report* and Conference Approval Track Material (ICC), covers only the material for consideration at the 2022 meeting. A new *Conference Agenda Report* and Conference Approval Track Material will be published for the 2023 meeting.



## First Ever ICC—Interim CAR/CAT

This document comprises what would typically be two separate publications—the *Conference Agenda Report* (CAR) and Conference Approval Track Material (CAT).

One of the motions passed by conference participants (see Addendum A) was to distribute all of the business for the virtual session of the WSC in 2022 in one electronic document. That business, as approved by conference participants, includes motions to extend the existing moratorium on the *FIPT* inspection clause, adjust the terms for WSC trusted servants to conform to this 2020–2023 three-year cycle, approve the Spiritual Principle a Day book, and pass a one-year budget.

Under more ordinary circumstances, a two-year budget would be included in the Conference Approval Track material, which would be posted the January before the World Service Conference. Normally, we do not translate the Conference Approval Track Material because of the tight timeframe. Releasing a one-year budget early and including it with the CAR material is an anomaly due to the unique nature of the 2022 WSC meeting.

In line with conference decision and our practice of distributing reports electronically, rather than through paper mailings, this Interim CAR/CAT (ICC) is posted on [www.na.org/conference](http://www.na.org/conference) for download. Paper copies will not be mailed to participants and regions nor will they be available for sale.

We do have paper copies of the approval draft of A Spiritual Principle a Day (SPAD) for sale for \$10 plus shipping and handling from our webstore ([www.na.org/webstore](http://www.na.org/webstore)) because we know many people prefer paper copies of large literature pieces.

## What to Expect at the Virtual WSC Sessions in 2022

We intend to build on the elements of WSC 2020 that were successful.

The conference will be held over the course of four days: Friday and Saturday 22 and 23 April and the following Friday and Saturday 29 and 30 April. (For our participants over the date-line, that will be 23, 24, 30 April and 1 May.) We intend to have two sessions each day, with an hour break in between, as was the case in 2020. It is regrettable that there is no good time frame for a population stretched over as many time zones as the WSC. We intend to use the same schedule as WSC 2020, which was 11am–1pm and 2pm–4pm, Pacific Daylight Time. While that means some participants will have to attend in the middle of the night, these seem to be the most reasonable times for the largest proportion of participants. (We posted a timezone map for WSC 2020 participants [here](#).)

We will handle voting and initial straw polls via epoll as we did for WSC 2020. So the conference sessions will be devoted to discussing the motions and conducting interim straw polls to be sure everyone is ready to make a decision via epoll after the sessions are complete.

We have separated the business in this document to make it clear what is CAR business and what is CAT business, and we intend to follow the policy outlined in *A Guide to World Services in NA*. Only delegates will vote on CAR motions (Motions #1–4), and CAT business (Motion #5) will be voted on by all Conference participants, including the World Board.

If we complete all of the business, meaning dis-  
pense with all of the motions, we will use the remaining time in session for discussions about the future of the WSC.

The business sessions of the WSC meetings will be live streamed on YouTube as was the case for WSC 2020. Due to technical limitations, we will not stream the breakout small-group discussions.

## Dates and Deadlines

The new dates and deadlines for the conference cycle through WSC 2023 are listed on the important dates and deadlines page [www.na.org/dates](http://www.na.org/dates) and in the draft of *A Guide to World Services in NA* posted on the conference page: [www.na.org/conference](http://www.na.org/conference).

The deadline for amendments to motions in this Interim CAR/CAT is fifteen days before the WSC meeting, which is 8 April 2022. We encourage regions and zones that intend to offer amendments to notify the World Board ([wb@na.org](mailto:wb@na.org)) as soon as possible so that the WSC Cofacilitators can assist you in making sure the amendment is “conference-ready” and can connect you with any other service bodies that may be considering similar amendments. Thanks!

## The Future of the WSC

There are many unanswered questions about the World Service Conference after the 2023 meeting. If we get through the business at the 2022 meeting, we intend to spend the remainder of the time discussing the future of the WSC. We will carry the conversation through until WSC 2023.

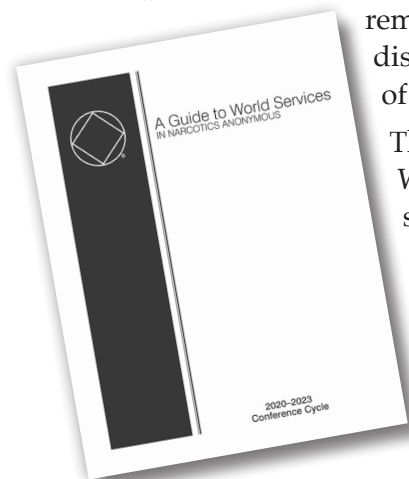
We also intend to devote the January 2022 conference participant web meeting to the topic.

This is an ongoing discussion. We expect there will be related motions in the 2023 CAR, from the board as well as possibly from regions or zones. It’s impossible to know the specifics of what to propose and what might work well until conference participants talk together further and develop consensus around the changes they would like to make.

We are hopeful that participants can begin to build some consensus around ideas between now and the 2023 meeting.

What we do know is the current way of doing things is unsustainable. The conference continues to grow and become less nimble and more expensive. Some of the questions we have that we look forward to talking with delegates about include:

- How often does the WSC need to meet in person?
- How can we improve the virtual aspect of the WSC?





- Who needs to attend the face-to-face meetings in the future? Who could attend virtually?
- Who pays for attendance to the WSC?
- What needs to be or benefits from being discussed or decided at an in-person conference, and what can be done virtually?
- How can we use our time together at the WSC more effectively?
- How can we use the time between meetings more effectively?

In order to gather as many good ideas as we can, we have posted these questions in a survey on [www.na.org/survey](http://www.na.org/survey) until 31 January 2022.

COVID has brought many tragedies to our Fellowship—we have lost members and meeting places and many of us have struggled to hold on—but it has also forced us to innovate in ways that we didn't even know we could. We look forward to building on the positive together. If you have thoughts about the future of the WSC, please be sure to let us know. Input on the survey will help inform and inspire conference participants' discussion. Thank you!

## Local Service Toolbox— Virtual Meetings

World Services' two big project focuses this cycle have been A Spiritual Principle a Day (SPAD) and the Local Service Toolbox concentration on virtual meetings. The essay that introduces Motion #4 describes some of the work on SPAD.

There is no motion about virtual meetings, but we do want to make sure you're aware of the resources we've put together so far and let you know what is coming next.

By the time the 2022 meeting of the WSC takes place, we intend to have a finalized published draft of Virtual Meeting Basics. Virtual Meeting Basics will join a growing library of "Basics" that includes PR Basics, Planning Basics, H&I Basics, Phoneline Basics, Translations Basics, Consensus-Based Decision Making Basics, and GSR Basics.

As we write this Interim CAR/CAT, there is a draft tool posted on the Local Service Toolbox page ([www.na.org/toolbox](http://www.na.org/toolbox)) titled Virtual Meet-

ings Best Practices, together with a survey to collect input on the draft. The survey deadline is the end of November, so by the time you read this, we may be working on a final draft to post for a 90-day delegate review.

The draft offers practical guidance on running virtual meetings, including getting the meeting set up and listed, and ensuring it runs smoothly. It offers best practices on some of the topics NA World Services gets asked about most frequently—including keeping meetings secure from disruption, ensuring a safe and welcoming atmosphere, practicing the Seventh Tradition, and verifying meeting attendance.

We use the term "virtual meetings" to mean any NA meeting that is not held in person; this includes meetings that meet on the internet and via phones. Virtual meetings can be offered by NA groups, by service bodies, and may also occur informally between friends.

Some members have been attending virtual meetings for many years, but it's fair to say that in the last year and half, virtual meetings have come into their own. The limitations of the pandemic encouraged most NA members to attend virtual meetings.

In March 2021, we posted a survey for a few months that included a question, "Do you believe that virtual meetings meet the criteria to be NA groups, as listed in *The Group Booklet*?" We emailed everyone in our database about the survey and announced it in *NAWS News* and on webinars.

The survey was posted in five languages, and we received more than 4,200 responses: English (1,958 responses), Farsi (872 responses), Portuguese (856 responses), Spanish (421 responses), and Polish (123 responses).

More than 80% of respondents said that they believe virtual meetings do meet the criteria.

**Responses: Yes - 3466 (82%),  
No - 407 (10%), Not Sure - 357 (8%).**

Given these results, conversations with delegates, and input we have received from members over the course of years, the World Board plans to offer a motion on the issue to be considered at the 2023 World Service Conference. In the meantime, the board encourages local

service bodies to continue to recognize and embrace virtual meetings.

In addition to the work of the Local Toolbox Project, we have done our best to support virtual meetings in other ways through the cycle so far.

We created a webpage with resources—from World Services, local service bodies, and meetings—devoted to virtual meetings and service efforts: [www.na.org/virtual](http://www.na.org/virtual). The resources on this page address many, many questions that we get from members and that we hear in the course of our own recovery.

- How can I find virtual meetings?
- How are groups dealing with the Seventh Tradition?
- How can I keep our meeting safe from bombers and preserve the anonymity of members?
- How do we organize a hybrid meeting?
- What kinds of protocols do we need to follow to respond to the public health crisis, if we are considering resuming in-person meetings?

All of those questions and more have motivated the resources on this page. It's a treasure trove! We also have posted reports, resources, audio recordings, and summaries from the open webinars we've been having regularly since the shut-downs. Each of the web meetings featured local members sharing experience, and the topics include, but are not limited to, holding hybrid meetings, resuming in-person meetings, Fellowship development, and creating a safe and welcoming atmosphere in NA. Our next open webinar is scheduled for 4 December on Sponsorship.

## Work of the Cycle

Despite staffing and funding shortages, we have accomplished a lot since March 2020 when the whole world changed with the pandemic. NA World Services supports meetings and service bodies in more than 140 countries speaking 91 languages. We publish in 56 languages! It's not possible to capture a year or cycle's worth of activities in one report. Here are some of the highlights.

In addition to the work mentioned in other places in this document, we have accomplished the following:

- Published a new pamphlet: IP #30, *Mental Health and Recovery*
- Published 166 new translated titles and posted all IPs and booklets to na.org.
- Continued quarterly web meetings for trusted servants doing Public Relations, Phonelines, Hospitals and Institutions, and Inmate Step Writing [www.na.org/webinar](http://www.na.org/webinar).
- Gathered zonal trusted servants to talk about the role of zones and issues related to zonal delegates.
- Continued to ship free and subsidized literature around the world, averaging more than \$440,000 annually for the last two fiscal years.
- Started an Instagram account for NA (@narcoticsanonymous) and another for NA conventions and events (@naglobalevents).
- Answered thousands of emails and phone calls from members.
- Launched a contribution page at [www.na.org/contribute](http://www.na.org/contribute) that we continue to improve.
- Helped trusted servants in Florida, Ohio, Arizona, and Virginia work with correctional personnel to be able to provide tablets loaded with NA literature to inmates. Continued to respond to contact from inmates with information and literature.
- Registered and protected NA's copyrights and intellectual property in numerous countries.
- Posted more audio versions of the Basic Text for free download (including English!): [www.na.org/audio](http://www.na.org/audio).
- Created a media page with some of our graphical resources including an ever-growing collection of videos: [www.na.org/media](http://www.na.org/media).
- Created a virtual meetings and resource page ([www.na.org/virtual](http://www.na.org/virtual)), and continued to collect and post local resources there and on and the local service resources page

([www.na.org/localresources](http://www.na.org/localresources)), including a new section called Addressing Predatory, Disruptive, or Violent behavior.

- Responded to requests to participate virtually in service bodies and events around the world.

That's a lot, and there's so much more. The *Annual Report* ([www.na.org/ar](http://www.na.org/ar)) is the best comprehensive record of our activities in a given fiscal year.

## Invest in Our Vision

One of the most extraordinary things about our level of activity this cycle is that we have done all of that while being greatly disadvantaged in terms of financial and human resources. In March 2020, much of the world changed or shut down, and overnight NA groups around the globe stopped meeting in person. NA World Services' income comes primary from literature sales, which were reduced around 85%.

We had to take immediate action, and the quickest way we could dramatically reduce expenses was to layoff and furlough staff. At the beginning of the 2020 fiscal year, we had 46 staff members at our Chatsworth office. By the end of the fiscal year, we had 19. Three staff left for other reasons during the year, but the remainder were either laid off or furloughed in mid-March.

If you receive *NAWS News* or *NAWS Update* emails, you know that we have been encouraging members of the Fellowship and NA groups to consider making a contribution to NA World Services. Any amount is helpful, no matter how small. Many small efforts add up to a big effort! The most sustainable source of income for World Services is monthly recurring contributions from members. Many of us have made a commitment to contribute a dollar for each year of our clean time every month. If you haven't set up a recurring contribution, you can do so here: [www.na.org/give](http://www.na.org/give).

We started using a new payment processor this year, Donorbox, because they offer a number of advantages for World Services and for members making contributions. You may have received emails about this change. We plan to complete the transition to Donorbox by the end of the year, so if you have set up a recurring contribu-

tion, please make sure it's on Donorbox before January. Thank you!. One advantage to Donorbox is that members can now send ecards with one-time contributions in honor of someone (for their anniversary, to send them a hug, or to honor their passing). Select "Send Some Love" from the contribute page to send an ecard: [www.na.org/contribute](http://www.na.org/contribute).

Thank you to everyone who has stepped up already and to those of you who intend to do so after reading this. It is making a difference. We have been able to bring back a number of the furloughed staff, and we are gradually recovering from the crisis. The proportion of our income from member contributions has increased from around 10% before the pandemic to 25% in 2021, which is fantastic.

Members' response to the financial crisis has been impressive. In the month before the shutdowns, February 2020, fewer than 50 members were making recurring contributions. The monthly total was around \$2,000. Within a year, by the end of February 2021, there were 750 recurring contributors (more than 15 times the number a year previous) totaling just over \$20,000 a month. Since then, however, the sense of urgency seems to have passed. As of 31 October 2021, 817 members are making recurring contributions that total about \$22,000. We are so grateful for every contribution.





If we want to become truly self-supporting through member contributions, however, we need to do more. We have set a goal that 70% of expenses for services comes from member contributions. Those services are most of what happens at NA World Services except for literature distribution and cost of goods. Typically, expenses for services are roughly two-thirds

of our budget. For the 2022–2023 fiscal year, however, it is only about half of our budget, because the majority of our reduced staff resources have had to be allocated to accounting and literature production, translation, and distribution. We are optimistic that together we can continue to build back from the pandemic in the year ahead.

**NAWS' long-term self-support goal:**  
**Member contributions cover at least 70% of expense for services per year**

**\$77.18**  
 Dollars needed to cover 70% of the cost of all services from contributions per meeting worldwide

**\$1.48**  
 weekly



Actual dollars received per meeting/group worldwide (without Iran)

**\$19.98**

**\$.38**  
 weekly

As of the 2019–2020 fiscal year.

## In Memoriam

We lost two World Board Chairs this year.

In February of the 2021 fiscal year, Tali M, who was serving as World Board chair, passed away only a day after very bravely facilitating a conference participant web meeting. Tali was elected to the board in 2012 and reelected in 2016. Prior to her role on the board, Tali served on the Human Resource Panel, at the Asia-Pacific Forum, and at the Hawaii Region. Tali brought a gentle strength and full heart to everything she did. She was deeply loved by many around the world. She served the Fellowship until her last moments, and those of us fortunate enough to have served alongside her miss her laughter and loving spirit. She was small in stature, but she cast a long shadow.

In late October 2021, we lost another titan. Ron B, resident of Melbourne and former World Board chair, left us. Ron was a gift to NA and to all who knew him. He was a man of great wit, diplomacy, and kindness. He had a passion for NA recovery and service, and he gave of himself for decades, including twelve years on the World Board. We are all diminished by his loss. Our heartfelt sympathy goes out to his family, sponsees, and friends.

We are grateful for the time we had with both Tali and Ron. Rest in peace, friends.





# Interim Conference Agenda Report Material

The material that follows is part of the *Conference Agenda Report (CAR)*. As we mention in the introduction to this document, the *CAR* and the Conference Approval Track are being distributed in one electronic file for the first time because of the extraordinary nature of the 2022 WSC meeting.

This is some of what *A Guide to World Services in NA (GWSNA)* says about the *CAR* and the CAT.

## ***GWSNA* p. 19 on the *CAR***

The *Conference Agenda Report* is distributed a minimum of one hundred and fifty (150) days prior to the opening day of the conference, with translated versions released a minimum of one hundred and twenty (120) days prior. The amount of material translated can vary, but minimally the front portion of the *CAR* (which contains the reports, proposals, and motions before the conference) is translated into as many languages as possible. The report contains the proposals and motions that the Fellowship is being asked to consider and form a fellowshipwide group conscience on.

## ***GWSNA* p. 20 on the CAT**

The Conference Approval Track contains a variety of material to be considered at the upcoming World Service Conference that was not included in the *Conference Agenda Report*. This approval track was created as the result of years of input from members and groups regarding the types of issues they were being asked to review in the *CAR*. Having a separate approval track from the *CAR* allows for materials intended for committees and boards, such as handbooks or service manuals, to be distributed directly to conference participants 90 days before the WSC, allowing time for delegates to workshop it in a manner that fits within their local community. Each local community can determine for itself how the material will be reviewed and how to direct their delegate. As the original idea that created the CAT states, “This frees up our members and groups to devote their attention to holding meetings and carrying the message of recovery, without having to ratify every decision made on their behalf at every level of service.”

## The Fellowship Intellectual Property Trust (FIPT)

Motion #1 is a simple motion with a lot of background. The motion seeks to continue a moratorium on the inspection clause of the *Fellowship Intellectual Property Trust (FIPT)* for one more year so that it can remain in place until the 2023 World Service Conference, at which time the World Board intends to reintroduce the *FIPT*-related motions from the 2020 CAR that were not introduced at the 2020 WSC. Motion #1 will simply extend a decision made by the last conference to account for the longer than usual conference cycle.

The 2018 World Service Conference made the following decision by consensus:

Acting as the trustor, the delegates present at WSC 2018, are suspending Article 5, Section 3 of the *FIPT* Operational Rules, while we make a decision about the future. This suspension would expire at the close of WSC 2020.

**89-yes, 22-no, 0-abstain, 2-present not voting  
Carried with Consensus Support**

The intention was to address revisions to the *FIPT* Operational Rules at WSC 2020, but the pandemic forced the conference online, and the amount of business the body addressed was greatly abbreviated. The World Board did not introduce the proposed revisions to the *FIPT* Operational Rules because we felt these motions should wait for an in-person conference. Instead, the conference decided to continue the suspension of Article 5, Section 3 of the Operational Rules.

### **Motion #34**

Acting as the trustor, the delegates present at the virtual WSC 2020, are continuing the suspension of Article 5, Section 3 of the *FIPT* Operational Rules, while we make a decision about the future. This suspension will expire at the close of WSC 2022

**91-yes, 12-no, 2-abstain, 4-present not voting  
91.6% Carried with Consensus Support**

Again, the intention was to make a decision about proposed revisions to the Operational Rules at WSC 2022, but the Conference has been pushed to 2023, with an interim 2022 WSC meeting to cover necessary business and a decision about the Spiritual Principle a Day draft.

Motion #1 in this Interim CAR/CAT seeks to continue the suspension until the end of WSC 2023 so that the conference can at last decide upon the proposed changes to the Operational Rules that were included in the 2020 CAR and will be reintroduced in the 2023 CAR.

### **What is the Fellowship Intellectual Property Trust?**

The easiest way to learn what the *FIPT* is and why it is important may be to watch the short video on the *FIPT* webpage: [www.na.org/fipt](http://www.na.org/fipt). Two related bulletins and the *FIPT* itself are also posted on that webpage.

In a nutshell, the *FIPT* is a legal document that spells out the decisions the Fellowship of NA has collectively made about our “intellectual property,” that is, our recovery literature and trademarks. Perhaps the biggest job of World Services is to protect NA’s intellectual property on behalf of the Fellowship of Narcotics Anonymous, who is the beneficiary of the Trust.

In the language of the *FIPT* itself, the purpose of the trust is

**“to hold and administer all recovery literature and other intellectual properties of the Fellowship of Narcotics Anonymous in a manner that will help addicts find recovery from the disease of addiction and carry that message of recovery to the addict who still suffers, in keeping with the Twelve Steps and Twelve Traditions of NA.”**

The Fellowship of Narcotics Anonymous, as given voice by its groups through their regional delegates at the World Service Conference, created and makes decisions about the Trust.

There are many resources and reports that detail the history of how the *FIPT* came to be

and the proposed changes to the Operational Rules and background leading up to those proposals. Undoubtedly, the 2023 CAR will provide some of this background, but those details are

unnecessary to make the decision before the body in 2022. This motion simply seeks to keep the existing decision in place another year until the WSC convenes in 2023.

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**Motion 1** Acting as the trustor, the delegates present at the virtual WSC 2022, are continuing the suspension of Article 5, Section 3 of the *FIPT* Operational Rules, while we make a decision about the future. This suspension will expire at the close of WSC 2023.

---

**Intent:** To extend the existing *FIPT* moratorium on the *FIPT* inspection clause in the Operating Rules for one year.

**Financial Impact:** None

**Policy Affected:** The following section of the *FIPT* Operational Rules would remain suspended.

### ***Fellowship Intellectual Property Trust Operational Rules***

#### ARTICLE V: RIGHTS AND RESPONSIBILITIES OF THE BENEFICIARY

#### SECTION 3: INSPECTION OF TRUSTEE ACTIVITIES

##### **Conditions of inspection**

Any regional service committee or equivalent service body may inspect the records and operations of the Trust on behalf of the Beneficiary, provided the following conditions are met.

1. A motion to conduct an inspection of the Trust must be approved by a regional service committee or its equivalent.
2. The regional service committee wishing to inspect the Trust must assume the expense associated with the participation of its own representative in the inspection. All other costs associated with the inspection shall be borne by the Trustee.
3. The regional service committee must present a written request for inspection of the Trust, detailing its concerns and any particular areas of Trust operations it wishes to inspect.

##### **Selection of inspection team**

1. The regional service committee requesting the inspection will select two members of the World Board for inclusion on the inspection team. These two members will facilitate the inspection.
2. The regional service committee requesting the inspection will designate one of its participants to be included on the inspection team.

##### **Inspection limitation**

A Trust inspection conducted by a regional service committee on behalf of the Beneficiary may examine any aspect of the Trustee's operations, including all records, with the exception of documents privileged by law, including but not limited to the Trustee's personnel records.

##### **Report of inspection**

1. One of the two inspection team members drawn from the World Board will develop a report of the team's findings relative to the region's stated concerns. The report will include full documentation of the inspection team's findings.
2. The final report, along with a copy of the original request for inspection, will then be published in the next *Conference Report*.



## Term Lengths

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The World Service Conference elects three kinds of trusted servants: World Board members, Human Resource Panel members, and WSC Cofacilitators. The responsibilities, terms lengths, and term limits for those positions are described in *A Guide to World Services in NA* (posted on the Conference page: [www.na.org/conference](http://www.na.org/conference)).

The term lengths of these positions are all organized around the idea of a two-year cycle. WSC Cofacilitators and Human Resource Panel members have four-year terms, and board members have six-year terms. For the first time, however, we are living through a three-year conference cycle.

The board is asking that the terms for six trusted servants be adjusted to accommodate this odd cycle length so that these six trusted servants don't end their terms in the middle of a cycle. These two motions do not attempt to change policy or make ongoing changes. They are addressed to the term lengths of specific trusted servants. In the case of Motion #2, the body is being asked to extend two HRP members' terms and one Cofacilitator's term. These positions are called out separately because their terms are defined in GWSNA as two conference cycles. We offer this motion only in the spirit of accountability and caution. In the case of Motion #3, the body is being asked to extend the terms of three board members. World Board terms are clearly defined in both GWSNA and the NA World Services by laws as six-year terms.

Similar adjustments will need to be made in the future for trusted servants whose terms would be set to expire mid-cycle, but it's impractical to try to make those decisions until the conference has a chance to discuss the future of the WSC. If no other decisions are made to the contrary, the WSC will meet in 2023 and then resume a two-year cycle with the following meeting happening in 2025. All of the WSC-elected trusted servants currently serving have terms that expire in even years to synchronize with an even-year conference cycle, so the WSC will need to decide in the future how to address that discrepancy.

One of the ideas that has been raised repeatedly to help make the WSC more sustainable is to change the conference cycle to a three-year cycle. That is one of the many ideas that participants will be talking about between now and WSC 2023. If there is support for a three-year cycle, again, trusted servant term lengths will have to be adjusted accordingly.

Regardless, we know that a conversation needs to happen about the other WSC elected trusted servants' terms but it's not practical to make a decision about those members' term lengths until decisions are made about the length of the WSC cycle itself. If the cycle doesn't change, the next WSC after 2023 will be 2025, and decisions will need to be made accordingly.



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**Motion 2** To extend the terms of the WSC elected positions for the two Human Resource Panel members and one WSC Cofacilitator currently set to expire in 2022 to 2023.

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**Intent:** To acknowledge the change in conference cycle due to the global pandemic.

**Financial Impact:** None

**Policy Affected:**

**GWSNA, p. 28**

**Resource Panel External Guidelines**

**Terms**

The term of office for the Human Resource Panel member will be two (2) conference cycles.

**GWSNA, p. 29**

**The WSC Cofacilitators**

The term is two (2) conference cycles.

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**Motion 3** To extend the terms of the three WSC elected positions on the World Board currently set to expire in 2022 to 2023.

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**Intent:** To adjust for the change in conference cycle due to the global pandemic.

**Financial Impact:** None

**Policy Affected:**

**GWSNA, p. 24**

**World Board External Guidelines**

**Terms**

The length of term for Board members shall be six years.

# A Spiritual Principle a Day

We are excited to be offering a new daily book for the Fellowship’s decision. Members around the world have helped put this draft together, and we believe everyone will find entries that speak to them. Addendum B of this interim CAR/CAT contains the entire approval draft as an expiring PDF. Paper copies can also be purchased from our webstore ([www.na.org/webstore](http://www.na.org/webstore)) for \$10 plus shipping and handling.

It has been thirty years since *Just for Today* was included in the *Conference Agenda Report* (CAR) for approval. Many of us have been reading entries in that book for decades. It will be a breath of fresh air for our recovery to have new material to read each day.

As we explained earlier in this CAR, the interim, virtual 2022 World Service Conference (WSC) has been scheduled to make decisions required by law or policy. When conference participants were polled about what business to conduct at the meeting, 95% of participants also wanted to address the draft of A Spiritual Principle a Day rather than wait until the 2023 WSC meeting.

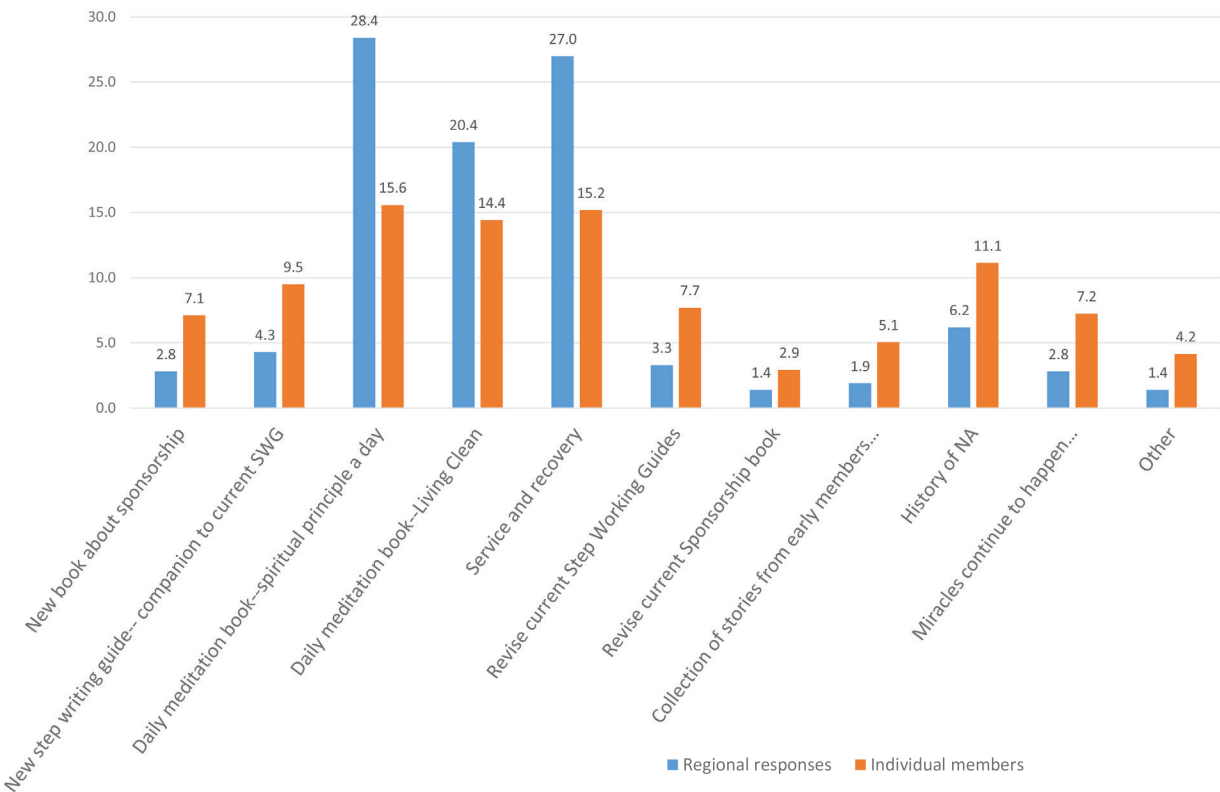
(See Addendum A.) It seems we are all excited about the prospect of a new book.

## Background of the Project

The draft of A Spiritual Principle a Day (SPAD) has been years in the making. The idea for the project grew out of a survey in the 2016 *Conference Agenda Report* and posted on [www.na.org](http://www.na.org). Before each WSC, we post the ideas we receive for service material, recovery lit, and issue topics in an online survey. We collect responses for priorities from members and regions before the conference. We will do so again for WSC 2023. The CAR survey helps conference participants establish priorities for literature, service material, and Issue Discussion Topics. In 2016, the highest rated of the ten options for book-length recovery material was “Daily meditation book—spiritual principle a day.” Another option for a daily meditation book based on *Living Clean* also scored very high. Together the two items had a combined regional response of 48% and a Fellowship response of 30%, significantly higher than any of the other items.

2016 CAR survey poll

1. Book-length Recovery Material--Pick two (percentages)



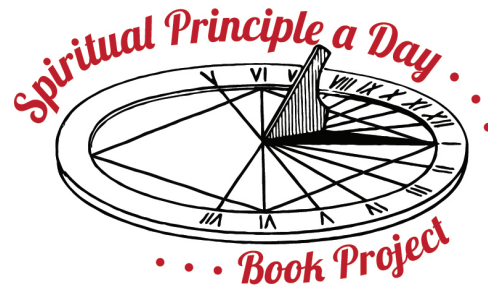
The board discussed next steps with conference participants, and let them know that the Fellowship would be surveyed over the course of the 2016–2018 cycle to get a sense of what members want to see in a meditation book. That input would help frame the project plan that would be included in the 2018 Conference Approval Track Material (CAT).

Member input has guided the work through the life of the project. That 2016–2018 survey had responses from thousands of members in 37 countries. Those responses reinforced the results of the CAR survey; members expressed a preference that the new book focus on a spiritual principle a day. They liked the idea of drawing from *Living Clean* for inspiration but wanted to include references to the wide range of NA literature. The clear preference was for less “theory” and more experience, with some responses asking for members’ voices to be heard in the book in the hopes that reading it would give the feeling of being in a meeting. Almost everyone said they would like a book that is similar in structure to *Just for Today*.

The 2018 World Service Conference approved a project plan for the book with this direction. After that conference, a workgroup of nine members from around the world, plus a World Board member, and a number of staff people began working with the input from the Fellowship and planning an approach to the book. Over the course of the years since the 2018 WSC, the workgroup has built this draft, brick by brick, using the writing and ideas from members around the world. By the time the 2020 WSC again approved the project, two batches of entries had already been drafted and reviewed by the Fellowship.

## The Pandemic

In the 2020 project plan for A Spiritual Principle a Day, we wrote, “This workgroup has done an amazing job of combining virtual and face-to-face meetings in order to minimize expense. We estimate three additional face-to-face meetings in order to complete an approval draft for consideration at WSC 2022.” That project plan was published in January 2020 in the CAT, and it’s almost painful to read it today, because of



course, two months later, the world largely shut down because of the pandemic. World Services has not held an in-person workgroup or board meeting since March 2020 (though as you will read in the budget cover in the Conference Approval Track material that follows this essay, we anticipate two in-person board meetings in the fiscal year ahead).

Along with suspending travel, we furloughed more than half the staff at the World Service Office, and overnight, all of the work of World Services had to be reconceived for a virtual environment with a fraction of the staff supporting it. The World Board is extremely grateful for the work of all NAWS staff through the course of this cycle. The dedication of staff and the workgroup is the only reason we are able to have a draft on time for consideration at the 2022 WSC.

Part of the miracle of this book draft is that the work all happened virtually this cycle. In order to involve a global Fellowship in writing and review, World Services has relied on technology for many years now, but this is the first literature project with exclusively virtual work over the course of a whole cycle. Building on in-person workshop experience of the previous cycle—the 2018 World Convention in Orlando, the 2019 European Delegates Meeting in Spain, and many other zonal, regional, and area events—NA members organized virtual workshops and sent in writing on spiritual principles through web forms. Electronic review drafts were posted, and members gave input on those drafts electronically. The workgroup met virtually through the whole cycle. We learned a lot in that way of “experience is what you get when you don’t get what you want.” Had circumstances permitted, we would have brought the workgroup together for several meetings this cycle.

One of the things we have learned is that having some time to meet in person and bond as

a group makes it possible to get a lot of work done virtually subsequently. The ideal seems to be a purposeful mix of in-person and virtual meetings.

## The Workgroup

The workgroup is an eclectic bunch hailing from five countries and a wide range of time zones. Prior to the pandemic, the workgroup held four face-to-face meetings. They also met monthly on Zoom and worked collaboratively outside of meeting time through apps and cloud- and internet-based technologies. They reported regularly to the World Board to make sure they were on the right track.

Typically, World Services workgroups have a board member acting as a point person. In the case of SPAD, that person was MaryEllen P. It is the tragedy of this project that MaryEllen did not live to see the final draft of this book. She passed away between the second and third workgroup meetings. Her life was a rich example of these principles. Thank you for your service, MaryEllen. We miss you.

Hammed T took over as the board point person for the third workgroup meeting. The fourth workgroup meeting took place immediately after the board meeting in March 2020. Because of the unfortunate timing of the meeting, Hammed got stuck in Los Angeles due to COVID-related travel restrictions. It was many weeks before he was able to fly back to Kuwait, and there he had to quarantine upon arrival. Altogether, it took Hammed 62 days to get home from the workgroup meeting.

It has been a wild ride getting this draft over the finish line.

## By Addicts for Addicts

All NA literature is written by addicts, for addicts, and this book has contributions from the wide world of NA. The book contains entries on 89 spiritual principles. Responses to the initial survey about the project indicated that members liked the idea of repeating some of the principles so that the book could dive more deeply and broadly into them. Over 98 percent of the survey respondents wanted the

book to be similar in format to *Just for Today*—quotation, elaboration, reflection. With that in mind, the workgroup chose quotations from NA literature for each principle and posted them in batches on [www.na.org/spad](http://www.na.org/spad) to inspire members to send writing and ideas as source material for the book. The workgroup took this source material from members and wove it into the 366 entries you see in the draft.

Just as the pandemic changed the way the workgroup functioned, it changed the way NA members collaborated on the project. Throughout the project, we received source material from individual members and gatherings of various kinds. We received a fair amount of source material from prisoners along with members on the outside. We hope you all hear yourselves in the book.

Early on, lots of source material came from in-person workshops, arriving in the mail on handwritten sheets or through photos taken of worksheets and emailed to us. With the start of the pandemic, writing workshops all but ended, but meetings where members discussed spiritual principles sprang up, and those meetings inspired members to submit source material for the book. After the shutdowns, all of the source material we got was electronic, which is, perhaps needless to say, significantly easier for us to handle—one small silver lining.

In addition to this source material, members shaped the book by reviewing the drafts of entries after they had been written. There were six batches of review and input for this book, each review period lasting 90 days. Much of the input came from US members, with typically one-third to one-half coming from outside the US. The Latin American Zonal Forum translated each batch of material, which increased input from Spanish-speaking members. Muchas Gracias, LAZF!

While plenty of members read drafts and submitted input solo, probably the majority of the input we received was from members gathered at service meetings or NA events or just informally with other members. The pandemic drove review-and-input gatherings online and



inspired collaboration among members and groups, unconstrained by geography.

Input from members affected the drafts in many ways. We were guided to cut a couple of the spiritual principles. Some members considered *imperfection* a spiritual principle but others questioned it, and we deleted it from the list, revising those entries to include the ideas in neighboring spiritual principles such as self-acceptance. One piece of Fellowship input encouraged us to add *breakfast* to the list of spiritual principles (motivated by the Basic Text story “Life on Life’s Terms,” in which a member states, “I discovered that breakfast is a spiritual principle: With honesty, open-mindedness, willingness, and breakfast, we’re well on our way.”). The Fellowship response to the draft entry was tepid, however, and we subsequently removed *breakfast* from the list. The Fellowship also helped by tone-checking the drafts and keeping the voice representative of our diversity. For instance, input made the point that there were (too) many references to cars, and the emphasis felt very American, so we dialed back the number of automobile references. In short, we listened to all of the input, and the draft is better for it.

SPAD workshops were held at many zonal forums, including the vastly international European Delegates Meeting and Asia-Pacific Forum, whose workshops collectively generated input from more than thirty countries. We received input on drafts from dozens of countries on every continent (except Antarctica). We are so grateful for the members who kept feeding ideas and writing to the workgroup no matter what was going on in the world at large.

From Japan to Panama, Australia to Egypt, Russia to Indonesia, South Africa to South Florida, this is your book! Thank you all.

## What is in the Book?

A Spiritual Principle a Day has something for everyone, though we don’t expect that every person will love every entry. The tone, reading level and style varies throughout the book. We have embraced an eclectic and inclusive style that invites identification and captures the voice and experience of our members. We believe the book reflects us as a Fellowship in all our glorious diversity.

Responses to the initial survey that helped frame the project asked for a book focused on application and action. Members wanted to see connections to the Steps, Traditions, and Concepts. They asked for a text reflective of members’ experience and voice, with true-to-life scenarios, accessible to all. The draft you’re being asked to approve hits those marks.

## Words to Live By

Early on, the workgroup developed a set of standards for the entries that seem almost like words to live by. The workgroup believed

*Entries should not...*

- be agenda-driven, or
- be too sweet, precious, righteous, or otherwise cause eyes to roll.

*Entries should...*

- be realistic, relatable, and inclusive,
- hit different notes/have different functions,
- tug at our heartstrings,
- expand understanding, and
- help us laugh at ourselves.

We hope you feel all of that when you read the draft.

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**Motion 4** To approve the book contained in Addendum B, “A Spiritual Principle a Day” as Fellowship-approved recovery literature.

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**Intent:** To have an additional piece of Fellowship-approved material available for use by NA members, groups, and service committees.

**Financial Impact** The cost of creating this material has already been incurred. The only additional costs that would result from adopting this motion are initial production costs, which would be minimal.

**Policy Affected:** None



The material that follows is part of the Conference Approval Track (CAT). As we mention in the introduction to this document, the *CAR* and the CAT are being distributed in one electronic file for the first time because of the extraordinary nature of the 2022 WSC meeting.

***GWSNA* p. 19 on the *CAR***

The *Conference Agenda Report* is distributed a minimum of one hundred and fifty (150) days prior to the opening day of the conference, with translated versions released a minimum of one hundred and twenty (120) days prior. The amount of material translated can vary, but minimally the front portion of the *CAR* (which contains the reports, proposals, and motions before the conference) is translated into as many languages as possible. The report contains the proposals and motions that the Fellowship is being asked to consider and form a fellowshipwide group conscience on.

***GWSNA* p. 20 on the CAT**

The Conference Approval Track contains a variety of material to be considered at the upcoming World Service Conference that was not included in the *Conference Agenda Report*. This approval track was created as the result of years of input from members and groups regarding the types of issues they were being asked to review in the *CAR*. Having a separate approval track from the *CAR* allows for materials intended for committees and boards, such as handbooks or service manuals, to be distributed directly to conference participants 90 days before the WSC, allowing time for delegates to workshop it in a manner that fits within their local community. Each local community can determine for itself how the material will be reviewed and how to direct their delegate. As the original idea that created the CAT states, "This frees up our members and groups to devote their attention to holding meetings and carrying the message of recovery, without having to ratify every decision made on their behalf at every level of service."

# Understanding the Proposed Budget for 2022–2023

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## Where We Are

There is certainly very little that is normal about the current state of the world, NA World Services, or the WSC. This is the first one-year budget that we have created in over twenty years. The last WSC-approved budget was the Emergency Budget that was adopted at the virtual WSC 2020 for the 2021 and 2022 fiscal years. In that Emergency Budget, only the first year (fiscal year 2021), was budgeted at emergency reductions in income and expense. That emergency budget was drafted only weeks into the global shutdown, and we had no way of knowing at that time that the circumstances it reflected would still be with us now. This budget is offered only to see us through to WSC 2023.

The COVID-19 global pandemic affected NA World Services and our budget in ways that most trusted servants and members never imagined. Our projected revenue decreased almost 90% as soon as the pandemic hit, and we needed to cut expenses drastically and immediately to keep our doors open and continue providing the most essential services for members and groups to carry our message of recovery. We acted to ensure that NA World Services remains a consistent and stable resource for both the Fellowship today and into the future.

Recovering addicts know that almost every crisis creates an opportunity, and one of the opportunities from the pandemic was further recognition that NA World Services must stop relying on the excess revenue from literature sales to fund its services. Our Seventh Tradition is clear that NA declines all outside contributions, which means that the only way we can give ourselves the financial and human resources we need to carry our message is if we provide them ourselves. Only NA members can contribute to NA, so the only way to mature as a Fellowship in our practice of self-support is to create a culture that recognizes the importance of doing that.

While this budget necessarily reflects our over-reliance on funding our services from the excess revenue from literature sales, it also demonstrates that Fellowship contributions have increased from 10% of our budget prior to the pandemic to 24% as of June 2021. By comparison, Alcoholics Anonymous has received more than 70% of their budget from their Fellowship's contributions for years, and we have established a similar goal for Narcotics Anonymous. Funding our services with Fellowship contributions seems more consistent with the philosophy of self-support than our historical reliance on the sale of literature, moreover it is a more sustainable and reliable approach for funding the services that the Fellowship expects and desires from NA World Services.

The proposed budget for 2022–2023 projects that almost 25% of NA World Services' operating income will come from Fellowship contributions. The amount listed in the budget is 12% more than was contributed in the 2021 fiscal year. We understand and appreciate that many members and service bodies responded to the initial financial crisis and tried to help. That initial motivation seems to be evolving into a growing sense of responsibility for NA World Services and the services that have been assigned to it. A 12% increase in Fellowship contributions may be optimistic, rather than our usual approach to conservative budgeting, but we hope that the spirit of responsibility and the evolution to a culture of member support for services will continue and grow. If we all would do what IP #28 suggests, all NA service entities would have the financial resources they need to fulfill our primary purpose.





We have reported contributions as a percentage of our operating income for many years, and those numbers appear in our annual reports: [www.na.org/ar](http://www.na.org/ar). The goal established by the World Board is a bit different. That goal states that 70% of NA World Services' expenses for services (defined as World Service Conference and Fellowship Development in the budget) will come from contributions. For 2022–2023, that 70% would be \$2,281,077, or only \$342,340 more than we have projected for contributions. NA World Services is committed to doing everything it can to make this happen, but it is only possible if the Fellowship embraces this commitment.

While it is inspiring that we are so close to meeting the board's goal, it's important to call attention to the reduction in the proportion of our budget that is expenses for services. Typically, expenses for services is roughly two thirds of our budget. For the 2022–2023 fiscal year, however, it is only about half of our budget because the majority of our reduced staff resources have had to be allocated to accounting and literature production, translation, and distribution. We are optimistic that together we can continue to build back from the pandemic in the year ahead.

NA World Services has used weekly financial indicators for the board to allow for real time financial management since the shutdown in March of 2020. The Executive Committee of the World Board has met at least every two weeks, and the full World Board at least once a month. There has been an extraordinary amount of focus on the finances of World Services to reduce expenses where possible, while still meeting our current financial and legal obligations. As most members know by now, the initial response was to furlough and otherwise reduce over half of the staff because it was one of the few expenses we could immediately affect. We have additionally reduced expenses in a variety of ways: undertaking no routine travel at all since March of 2020 with no plans to change that for the immediate future, eliminating several periodicals and their translation and distribution, and moving to digital rather than paper formats where possible.

This period has been one of sane and purposeful crisis management, focused on the survivability of the office and its branches. Our hope for the upcoming year, leading up to WSC 2023, is to take a step back and evaluate the possibilities for a new normal for the Fellowship's primary service center and its branches. The ever-changing landscape, our reduction in staff levels, and the ongoing activity we have been involved in has not provided that time—yet.

Even with all that we couldn't do with strained and reduced resources, what we have been able to accomplish is impressive. We purposefully prioritized posting all available informational pamphlets (IPs) and recovery booklets in every language we publish on our website in response to the needs for our message to be accessible. We now have more NA Basic Texts in audio on our website, as well as ASL recovery material. We published well over 150 new items of translated NA literature, and we helped to make NA literature available to an increasing number of incarcerated addicts through inmate tablets so they would have access to our message during this critical time. The remaining staff have done a remarkable job in stepping up to meet this challenge head on.

It is important to note that NAWS could be thought of as actually three companies rolled into one. We are a literature publisher and distributor, a general service company, and an event management company all operating at the same time. While a budget serves as an important administrative tool, it's also a plan of action, a reflection of our priorities, and a tool for coping with adverse situations, known and unknown. The NA World Services budget reflects the Fellowship's collective decision to use proceeds





from literature sales to fund NA services worldwide. It has made it possible to offer literature at reasonable prices while investing any excesses back into the vital work of translations, public relations, support for existing NA groups and members, and Fellowship development, to name a few of the core services NAWS provides and supports. Our past conservative fiscal approach has allowed us to survive this unique period through a combination of financial reserves, loans made available by the US Small Business Administration (known as the SBA), and most amazingly, through the increased generous contributions of our members.

## Introduction to the Budget

This introduction explains some of NAWS' basic budgeting terminology and practices. If this is your first experience looking at a NAWS budget proposal, you may find it helpful to read this introduction more than once.

To explain the proposed budget, it may be helpful to understand some key principles of accounting in the nonprofit sector. As you probably know, a budget forecasts the income and expenditures for a specific time period. In this case, you'll be looking at the funds we anticipate receiving and spending over the course of the next fiscal year: fiscal year (FY) 2023, which runs from 1 July 2022 through 30 June 2023. The budget covers the activities for all of World Services' branches and literature distribution centers including Chatsworth, Europe, Iran, Canada, and India.

In the draft budget proposal for 2022–2023, you will see fiscal years' 2020 and 2021 actual income and expense in the first two columns. The income and expenses for 2020 are detailed in the Annual Report. As a reminder, these figures show a past reality including the global shutdown that occurred in March 2020. At the time of this writing, we do not have an approved audit completed for 2021 yet, so the 2021 figures are labeled *unaudited*. We do not anticipate any changes in the audited figures significant enough to require a revision of the budget. We expect to have an approved NAWS audit and the 2021 *Annual Report* released to you in 2022.

For fiscal year 2020, you will see excess expense over revenue of \$1,473,925. With the shutdown,

our net literature income came in \$1,934,566 under the projection in the WSC-approved budget. Contributions for that fiscal year were \$104,471 less than the approved budget. Like many other entities in NA, we responded quickly to the change in the world. We furloughed over half of our staff in March 2020, but expenses for the 2020 fiscal year were \$556,944 over budget. This overage was primarily due to expenses in the line items for Legal and Literature P&D Travel and Exchange Expenses, which were the result of several lawsuits we received. You can find many more details about this fiscal year at [www.na.org/ar](http://www.na.org/ar).

## 2022–2023 Budget Approach

The second column, fiscal year 2021, ending 30 June 2021, is more reflective of our current reality. It shows our actual income and expense from 1 July 2020 through 30 June 2021, our first full fiscal year since the pandemic began. Fiscal year 2021 is the basis of what you will see in the proposed budget with a few exceptions that we will note here.

We have budgeted for literature income to increase 5% from fiscal year 2021 sales. We hope that as more in-person meetings open up, this percentage will increase, but as is typical for us, we are forecasting conservatively. Literature expense will increase by 18%, as increasing costs of goods and supply chain issues continue to impact NA World Services as they have in much of the world. You will also see a contingent entry for A Spiritual Principle a Day book in both income and cost of goods sold expense shown in **purple**. Obviously, this is contingent on the decision made about the approval draft of the book by the interim WSC in 2022.

The 2022–2023 budget also projects a 12% increase in contributions. As we have already said, this may seem optimistic but it reflects our current trends as well as our current needs.

The proposed 2022–2023 budget shows excess revenue over expense for cash items as \$471,885. This is an important factor to consider when viewing a budget. Once you factor in Amortization and Depreciation, which are both non-cash requirements, the projected revenue is \$96,885 and \$51,302 without Iran.

# Fixed Costs Across Four Activity Areas

NA World Services’ activities fall into four categories:

- Literature Production and Distribution
- Conference Support
- Fellowship Development
- Events

In preparing our budget, we assign percentages to these categories based on the number of staff devoted to an activity, the approximate number of staff and labor hours to accomplish the projected activity, and the percentage of overhead (building space, equipment, bank charges, etc.) allocated. We forecast our budget for each of these areas based on these percentages and allocate our fixed operational expenses—costs that are ongoing, repeated, or regular—to each category proportionally. The total expenses for accounting, personnel, overhead, and technology are divided by these percentages and attributed to these expense areas in the budget. In projecting the expenses for 2022–2023, we allocated funds in anticipation of planned activ-

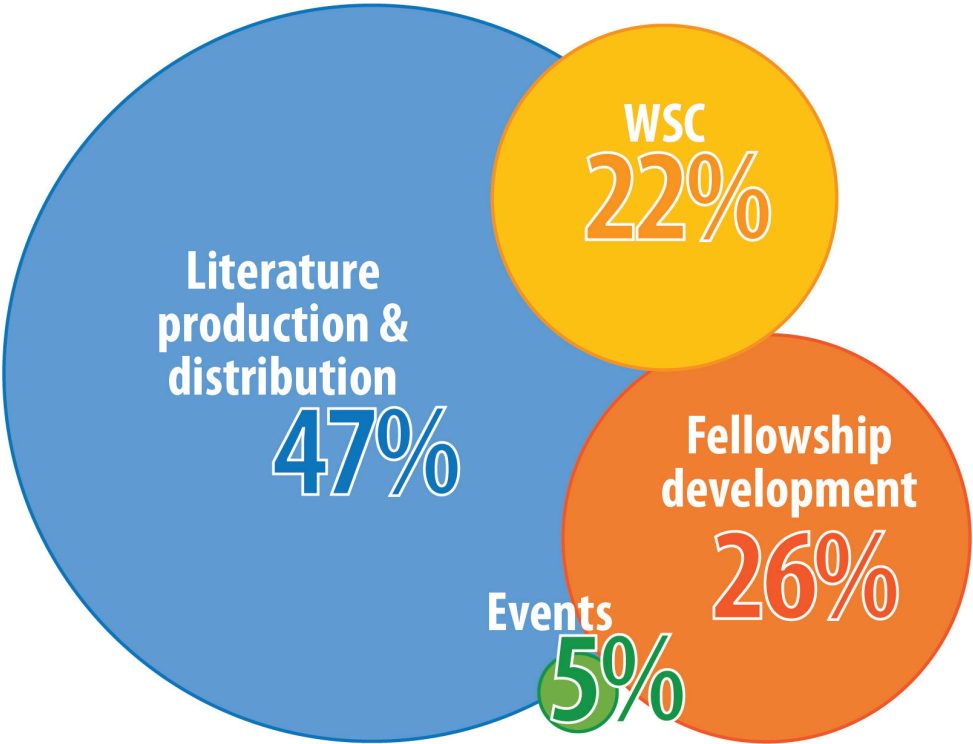
ities and in response to changes in the economic environment. Our allocations have changed more in the pandemic than in any other point in our history. With the reduction in staff, a much greater percentage of our staff and activity are assigned to the category of literature production, which includes inventory, literature production, shipping and distribution, accounting, and translations.

| Activity Area                        | 2018–2022 | 2022–2023 |
|--------------------------------------|-----------|-----------|
| Literature Production & Distribution | 38%       | 47%       |
| Conference Support (WSC)             | 22%       | 22%       |
| Fellowship Development (FD)          | 35%       | 26%       |
| Events                               | 5%        | 5%        |

# Budget Narrative Explaining Activity Areas and Adjustments for 2023

**Literature Production and Distribution:** The proposed budget allocates a record 47% of all NA World Services’ activities to this category. That the largest percentage of our fixed

Percentages assigned to fixed or operational costs



costs goes to literature production and distribution is a reflection of the complexity of supporting our current inventory, with more titles in more languages than ever before, and the work required to get these items published. To ensure the sustainability of NA World Services, under the present circumstances, it was necessary to prioritize the operability of literature production, distribution, translations, and accounting. Currently, the majority of NA World Services staff work in those areas.

**World Service Conference Support:** WSC Support includes the expenses to hold the in person meeting, the activity and support between conferences to conference participants and WSC elected trusted servants, and all of the expenses associated with the WSC. This includes all expenses for the World Board, Human Resource Panel, WSC Cofacilitators, conference- and board-related publications, and conference-related projects. We've projected the same percentage, 22% of fixed expenses, to be allocated for WSC Support in the 2022–2023 budget. Having a face-to-face conference in this budget year requires this allocation of the remaining staff to support for the WB, HRP, WSC Cofacilitators, and conference participant webinars and communication.

**Fellowship Development:** Although everything we do is technically Fellowship Development (FD), for the purpose of this budget, FD encompasses all of the other ways NA World Services supports the continuation and growth of NA worldwide. This budget area includes the direct support we're able to extend to individuals, groups, and service bodies, including a portion of what's spent to provide free and subsidized literature. It also includes public relations, publications, travel, and workshop expenses. We've allocated 26% of the 2022–2023 budget for FD. This is the area most impacted by the reduction in staff. The lack of travel, current cessation of the *NA Way* and *Reaching Out*, and other changes have made the reduction in the allocation percentage possible. We still respond by telephone and email, participate in virtual meetings and events, and provide free and subsidized literature upon request.

**Events:** We are no longer planning a World Convention in Melbourne, Australia for 2022. By the end of the 2022–2023 fiscal year, we will be deep into planning for the next contracted World Convention in Washington, DC in 2024. Because of that, we are keeping the same 5% allocation for 2022–2023.

## Operational Costs That We Allocate by These Proportions

Having estimated the proportion of effort (time, space, and resources) required by our four activity areas, we apply these proportions to four expense categories: Accounting, Personnel, Overhead, and Technology. These expenses are needed for the day-to-day operations at NA World Services, and are not easily assigned to a single function. In the budget that follows, you'll find a portion of each of these indirect costs assigned to the four activity areas according to the percentage established for the coming year.

The table below includes the actual operational expenses for 2019 and 2021, to show the level of expense in these areas pre- and post-COVID. It also shows what expenses we could reduce and what we could not. Our reliance on the internet and web-based technologies, our website, and shopping carts do not allow us to reduce the Technology expense significantly. The same is true in Accounting, where much of this expense is for auditors and other financial-related services.

**Operational Costs Allocated to Four Activity Areas**

| Expense Category | 2019 Actuals | 2021 Actuals | Proposed 2022–2023 |
|------------------|--------------|--------------|--------------------|
| Accounting       | \$57,710     | \$53,307     | \$53,307           |
| Personnel        | \$4,188,228  | \$2,327,327  | \$2,909,159        |
| Overhead         | \$2,512,621  | \$1,178,631* | \$1,267,028*       |
| Technology       | \$418,255    | \$399,090    | \$399,090          |

\*Beginning in 2020, we have moved Amortization, Depreciation, and Production equipment out of the Overhead category. Amortization and Depreciation is now shown in its own line item, and the lease costs for literature production equipment is now under Production.

## Fixed Operational Cost Categories

**Accounting:** This includes professional services for annual audits and random forensic spot checks, costs to have an audit committee as required by the Sarbanes-Oxley Act, and other professional services associated with routine financial management.

**Personnel:** This reflects all wages and salaries, payroll taxes, health and worker’s compensation insurance, training, recruitment, relocation, and retirement plan expenses associated with special workers at all five locations of the World Service Office. It also includes contract labor hired for specific purposes. We are projecting a 25% increase for 2022–2023 and plan to bring back staff as we are able and can afford it. We are still projecting staffing levels well below our pre pandemic numbers.

**Overhead:** This includes facility lease expenses, maintenance and repair, telephone, utilities, postage, auto service, reproduction equipment, office expenses, general insurance, bad debts, bank charges, and fees associated with the five locations of the World Service Office. As expected, bank charges continue to rise, as use of the online store and credit card sales increase. As utilities and other expenses continue to rise, we have allocated a 7.5% increase for 2022–2023. As stated earlier, the expenses for Amortization, Depreciation, and Production leases have been moved out of Overhead.

**Technology:** This reflects the expense for information services, computer training, leases, new software, technology related supplies, software application upgrades and enhancements, equipment leases and repair, and service con-

tracts. Expenses associated with maintaining the na.org website; the expenses associated with the database, online group data collection, and meeting information; and web and software fees for event registration are also included here. Some budget fluctuations are expected when you have an operation that is as technology-dependent as ours is, but technology costs are usually held in check by staff’s efforts to control costs.

## Reading the Budget Itself

The preceding pages describe the frame of our budget—the four activity areas (Lit, WSC Support, FD, and Events) as well as the four categories of ongoing expenses (Accounting, Personnel, Overhead, and Technology), known as “fixed operational expenses” or “fixed costs,” that are distributed proportionally to the activity areas.

The following pages break down the details that affect the 2022–2023 proposed budget and what is contained in each line item in the budget and in our financial reports. At this point, it might be helpful to have the budget handy and follow along as this narrative explains what you’re looking at in each section.

The proposed budget provides a lot of information about our projections for the next fiscal year. The first column gives you the category name, followed by a column with the actual 2019–2020 expenses, a third column with the 2020–2021 unaudited actuals, and then a column with a proposal for fiscal year 2022–2023. We are using the 2020–2021 or third column as the basis for the proposed 2022–2023 fiscal year, without adjustments, except where otherwise noted.



## 2022–2023 World Services Projected Income

**Recovery Literature:** This category contains all of our Fellowship-approved recovery literature as defined under the *Fellowship Intellectual Property Trust*. A separate line item is shown for each book title. However, the line item for ePub books is a combination of all electronic literature sales. Other recovery literature income includes all Fellowship-approved pamphlets and booklets. We include a separate line item for Literature Income (Iran) in both income and cost of goods sold. We show Iran income separately and call out the budget totals without Iran because, as we have repeatedly reported, these funds are not readily available to us. As stated previously, we have included income and expense for the A Spiritual Principle a Day book and reflected that it is contingent on conference approval.

**Other Inventory:** This category includes key-tags, chips, medallions of all kinds, and service materials, which are all shown as separate line items.

**Shipping:** This income projection is based on the estimated literature sales and the annualized actual income and expense.

**Discounts:** This is based on estimated literature sales and the projected discount level for those sales. The discount level varies based on the size of orders and whether the customer has a contract with us. (Our discount policy is posted at the bottom of this page:

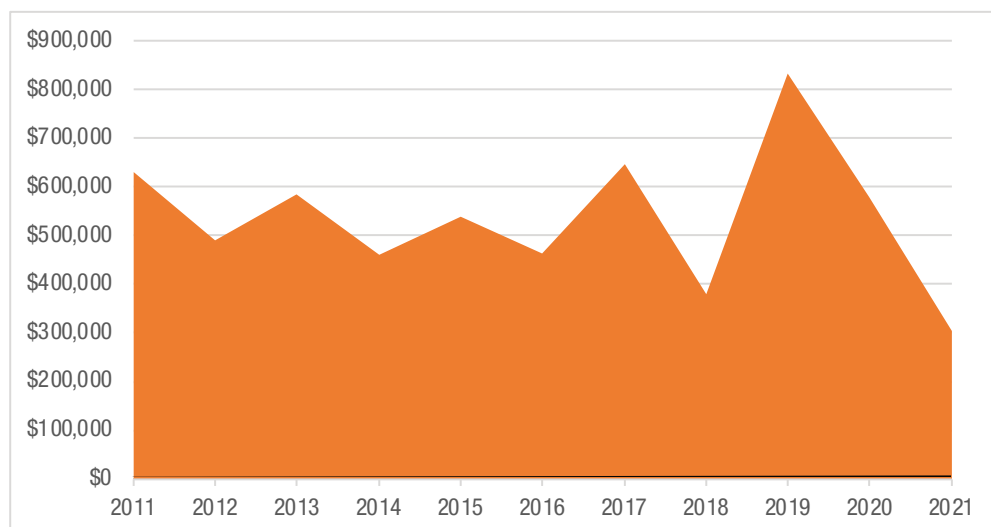
[www.na.org/?ID=catalog-products](http://www.na.org/?ID=catalog-products)) Since we are all in this together, we plan to continue our contracted discount levels from the pre-pandemic levels through the 2022 calendar year.

### **Developmental Subsidies & Allowances:**

This is the cost of subsidizing or reducing the price of literature (often free) provided to a growing worldwide Fellowship. To see the full value of this cost you have to add this amount to the line in the expense portion of the budget under Fellowship Development labeled Developmental Literature, which includes the direct expenses for shipping, customs, and duties for literature shipments going to these communities. For 2022–2023 that combined number is \$473,872. This expense was dramatically reduced in the pandemic and we expect the need to increase again as things open up. We have and will continue to honor the requests we receive. We have taken the average for the last two years (columns 2 and 3) to project this expense for the next fiscal year. We will continue to attempt to stabilize our costs for this important service by printing in various alternative locations, such as Argentina, Brazil, Russia, and Egypt, all of which have customs issues that prevent us from getting literature to members and significant enough local demand for us to license local printing.

The chart below shows the actual totals since 2011 for the combination of Developmental Subsidies and Developmental Literature.

**Free & Subsidized Literature**



After these categories, you will see a subtotal for Gross Literature Income, meaning all funds received after discounts. To get to Net Income, you first have to deduct the cost of producing that literature.

## Cost of Goods Sold (COGS)

To determine net income, we take what's described above and found on the first page of the actual budget and subtract the cost of goods sold (COGS). COGS fall into two categories, as follows:

**Recovery Literature COGS:** This section covers the costs of producing recovery literature—from the beginning of the manufacturing process to the inventory shelf. Through staff efforts, we have avoided many of the cost of goods increases experienced by most publishers, but the publishing world is changing. Paper costs continue to rise worldwide, supply chains have been destabilized, and expenses are rising across the board. We are projecting a 18% overall increase in our cost of goods. The costs shown under COGS are directly tied to the quantities included under Income for each line item.

**Other Inventory COGS:** This section reflects the costs associated with items listed under Other Inventory Income in the previous section, primarily medallions, keytags, chips, and service material. The same 18% increase applies here.

## Net Literature Income

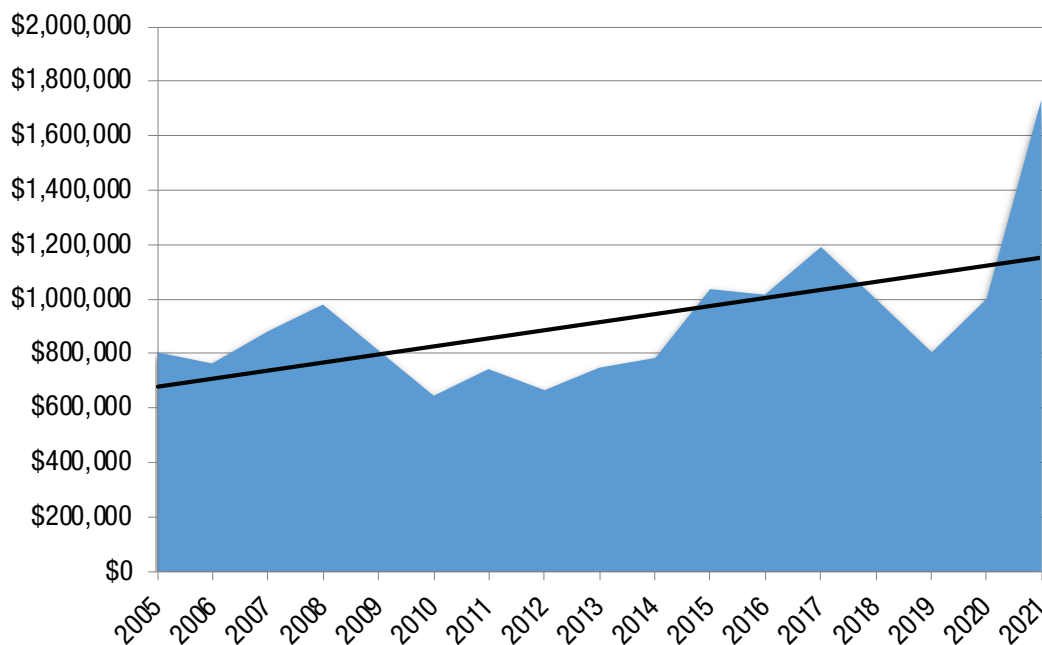
At this point in the budget—the middle of the second page, if you're following along—you will see that we've calculated a subtotal for **net literature income** by taking the gross income on page one, and subtracting the costs associated with producing those goods, the **COGS** detailed on pages one and two of the budget.

## Fellowship Contributions

Beginning in 2015, we had four fiscal years with over \$1,000,000 in Fellowship contributions a year. For fiscal year 2019, contributions were 27% below budget at \$805,208. Fellowship Contributions represented 10% of NAWS' operating income for 2019, 14% in 2020, and 24% in 2021. Who says NA cannot change! Again, to say thank you to all of the members, groups, and service bodies who have contributed seems inadequate. The silver lining in the pandemic has truly been to see the commitment and efforts from NA members in so many ways.

The World Board has made this conversation—how we invest in our vision, including all of the ways members support NA—a priority for the past several years and will continue to do so. We are proposing a budget that calls for contributions to continue to increase.

**Fellowship Contributions**



## Licensed Vendor Payments, Interest, and Miscellaneous

This is income from licensing vendors, primarily for material that we do not produce at NAWS, in order to protect the Fellowship's trademarks. We extended the existing licenses, without charge to the vendors, because of the impact of the pandemic, but fees will begin again in January 2022.

## Operating Income

The final entry under income takes in all that's been accounted for so far to calculate our total operating income for each year and the cycles.

# 2022–2023 World Services Projected Expense

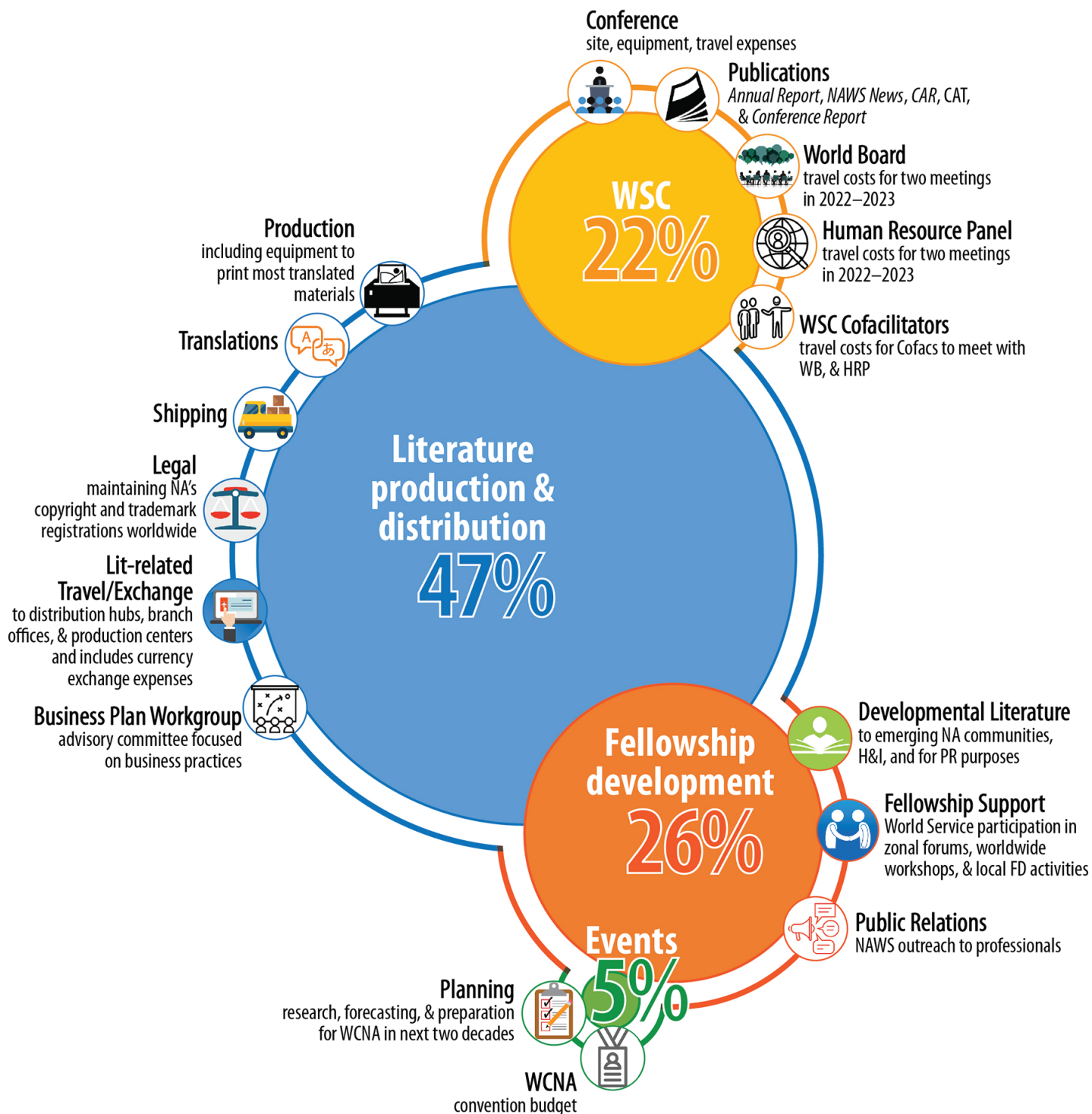
The next sections of the proposed budget contain the expenses categorized under the four activity areas previously described—Lit Production & Distribution, WSC Support, Fellowship Development, and Events. Expenses are all calculated based on the amounts spent in 2021 with the following exceptions.

- Literature Distribution (Iran): We had a large value adjustment in 2021 only due to exchange rates. While it is not possible to forecast future exchange rates, we do not expect the same circumstances.
- The World Board is budgeted to meet face to face twice in 2022–2023, which will be the first time since March 2020. We will also continue to meet monthly virtually. Funds have also been added for the WSC Cofacilitators and the Human Resource Panel (HRP) to meet face to face before WSC 2023.
- WSC 2023 has a 3% increase from the approved budget for 2022, due to an increase in seated participants and rising infrastructure costs. We appreciate the number of participants who have paid their delegate's expenses in the past; this has helped keep costs down.
- The expense for Publications has been drastically reduced, as we have moved to digital and electronic versions rather than

paper and are not producing several of our typical publications. The expenses shown are for translations.

- No Fellowship travel is currently being planned for fiscal year 2022–2023, but small amounts have been budgeted for unforeseen circumstances in both Literature Production and Distribution, Fellowship Support, and Public Relations.
- As we spend less on the items that need to be amortized or depreciated, we have reduced the amount projected for Amortization and Depreciation from 2021.

Next, you will see a total for each of the four activity areas' fixed expenses, with past variable or project expenses listed separately. There are no variable expenses budgeted for 2022–2023. At the end of all expenses, you will see a subtotal for NAWS expenses. This is followed by a total or excess revenue/expense line. Again, it shows excess income over expense for cash items as \$471,885. After the non-cash entries for Amortization and Depreciation, you see a net revenue of \$96,885 and \$51,302 without Iran. With the current volatility of the Iranian rial and the lack of access to those funds as usable, it is important to focus on the number without Iran, shown in **blue**.





## Literature Production & Distribution

This section of the budget covers the expenses associated with distributing NA literature to Fellowship and non-Fellowship customers. Distribution occurs through the WSO in Chatsworth and its branches in Canada, Belgium, India, and Iran.

### *Fixed Operational Expense*

This includes all literature production and distribution costs that are not covered under Total Cost of Goods Sold.

**Production:** This includes the lease for reproduction equipment to print most translated booklets and IPs; service materials; publications other than the English *NA Way*; and reports. We've entered into a strategic relationship with a national printer that has local facilities to routinely produce all of our translated books and booklets to give us greater flexibility and control of small-quantity products and to ensure a consistent, higher quality of the materials—primarily translated, softcover literature. We moved the cost of equipment previously reported under Overhead to this line item beginning in 2020. Most of this expense can be viewed as a Cost of Goods, but the attribution is captured here.

**Translations:** The majority of our translation expenses are not shown in this line item. This line item only covers the direct expense for translations of recovery and service material into languages other than English that is not already captured under the COGS for each specific project. As an example, there are expenses for translations, copyediting, layout, and proofing before a piece of recovery literature is finalized and available. It is only after a piece is available, that these expenses can be captured in Cost of Goods Sold (COGS). Most of the expense for translating recovery and service material is under COGS for each specific project, and the translation expenses for periodicals are in the two line items for Publications.

**Literature Distribution (Iran):** This is the allocation for the literature that is sold and distributed in Iran. We list Iran separately because we do not have access to those funds. We could at any time experience a value shift in the exchange rate, which we are unable to forecast. The projected amount for 2022–2023 is more of our customary expense.

**Shipping:** This expense is based on the shipping charges for estimated literature sales and announced or anticipated rate increases from our major carriers.

**Business Plan Workgroup:** This is the allocation for a workgroup that focuses on the routine business operations of NAWS and makes recommendations to the board on business matters. Additionally, as required by law, a portion of this group fulfills the audit committee function. This workgroup's function and expenses have been moved into fixed operations with the concurrence of the conference. This group will continue to meet virtually.

**Legal:** This is primarily the direct registration costs and legal expense associated with maintaining worldwide copyright and trademark registrations for Narcotics Anonymous, *The NA Way*, the NA Logo, the Group Logo, and the Service Symbol, as well as all recovery and service material. In 2020 there were over 1,600 global registrations. It may also include other direct costs to protect our intellectual property. In the past several years, this amount has increased due to the cost of lawsuits.

**Literature Production and Distribution Travel & Exchange Expenses:** This allocation allows us to interact directly with branch offices and literature production locations around the world, and includes currency exchange loss or gain. We have no travel planned for 2022–2023 so this is almost all currency exchange expenses. We also keep a small allocation in this entry to allow for unforeseen circumstances that may require literature production-related travel.

## World Service Conference Support

### *Fixed Operational Expense*

This section of the budget covers the expenses associated with support to all World Service Conference–related activities.

**Publications:** These are the expenses associated with the production of the *Annual Report* once a year; the *Conference Report*, the *Conference Agenda Report*, and Conference Approval Track material once each conference cycle; and *NAWS News* approximately four times per year. The expense for translating *NAWS News* and the *CAR* is also included here. Moving to digital distribution, rather than paper mailing, has drastically reduced the typical expenses here with the exception of translations.

We want to take this opportunity to thank our publication translators. Throughout the pandemic, they have gone to great lengths to support NA World Services. Many have donated their professional services entirely and others have provided a greatly reduced rate. We are grateful for their ongoing professionalism and support.

**World Service Conference:** These are the expenses for the site and equipment needed for the event; funding for staff, World Board, WSC Cofacilitators, and the Human Resource Panel; and the travel expense for what is now 129 delegates from around the world. There are currently 123 seated regions, 6 seated zones, 13 WB members, 4 HRP, 2 Cofacs, and 6–8 translators funded to attend the WSC, and space and accommodations arranged for a potential of 129 alternates.

**World Board:** The World Board is tentatively budgeted to meet in person two times in the upcoming fiscal year. With a 19-hour time zone difference among its members, a face-to-face meeting for the World Board that can last for several full days is a high priority. It will have been more than two years since the board has met in person, and we would typically have met 3–4 times per year. Our average cost per World Board meeting in the 2018–2020 cycle was approximately \$45,000 per meeting,

with only 11 board members. We now have 13 World Board members. We also include incidental expenses associated with the World Board. The World Board will continue to meet monthly virtually.

The Executive Committee continues to meet virtually every two weeks.

**Human Resource Panel:** This group is scheduled to meet up to two times during the cycle to work on nominations and manage the World Pool.

**WSC Cofacilitators:** The WSC Cofacilitators are scheduled to meet to prepare for the conference with the World Board and HRP.

## Fellowship Development

### *Fixed Operational Expense*

This section of the budget covers the expenses associated with support to the Fellowship.

**Publications:** These have been the projected expenses for producing, publishing, and distributing *Reaching Out* four times per year and *The NA Way Magazine* four times per year in six languages. We have left some funds in this area in the hope that we can publish *Reaching Out* again but have no plans or staff at present for that publication or the *NA Way*.

**Fellowship Support:** This is World Services' face-to-face interaction with the Fellowship, primarily in workshops and forums. Typically, this includes interactions at zonal forums, workshops, and local Fellowship development activities, as well as funding for events such as the African Zonal Forum. We have only included a small amount to cover unforeseen circumstances and currently expect no travel of this type until sometime after WSC 2023.

**Public Relations:** This is the cost of NAWS' efforts aimed at furthering NA's primary purpose by making professionals in various fields aware that NA is a viable community resource for addicts. This includes attendance at and participation in professional events for NAWS and NAWS' cooperation with local PR events, as well as the costs associated with maintaining our recognized status with the United Nations. For this budget, we have only included a small

amount for unforeseen circumstances but have no current plans to travel.

**Developmental Literature:** This is the cost to distribute free literature to a growing number of developing NA communities, to hospitals and institutions, and for public relations purposes. The amount also includes the ever-increasing expenses for shipping, customs, and duties. We are still working on better reflecting this activity in our financial reports. To see the actual amounts of the items distributed, see the description for “Developmental Subsidies & Allowances” under the Income heading.

## Events

### *Fixed Operational Expense*

This section of the budget covers the fixed expenses to the Fellowship associated with event planning and support.

**Future and Prior Conventions:** These are the expenses associated with planning up to five Conventions at any time. The planning for Washington, DC will be underway before the 2022–2023 fiscal year ends.

We are, unfortunately, no longer planning to hold a World Convention in 2022 so no convention budget is included here.

## Total Expenses

If you are following along in the budget draft, at this point you will see the total expenses projected for the fiscal year. We have added the following line item, which was previously reported in Overhead:

### **Amortization & Depreciation Expense:**

Amortization and Depreciation are accounting practices to account for the cost and value of an asset over its useful life. Amortization is used for intangible items such as trademarks and copyrights, and Depreciation is used for tangible assets such as equipment, computer hardware, and furniture. Amortization and depreciation are referred to as non-cash expenses, which are always required under generally accepted accounting principles (GAAP).

# 2022–2023 World Services Variable Operations

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The “Guidelines for the NA World Services Budget” (GWSNA, p. 28) call for a specific process for the consideration, evaluation, development, and approval of World Services projects and those activities that vary from year to year.

Since this is our first de facto three-year conference cycle, the WSC will not be considering any new projects until WSC 2023.

*The draft budget is contained on the following four pages.*

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**Motion 5** To approve the Narcotics Anonymous World Services, Inc. budget for 2022–2023.

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| NARCOTICS ANONYMOUS WORLD SERVICES, INC.                        |                    |                    |                                   |
|---|--------------------|--------------------|-----------------------------------|
| PROPOSED BUDGET FOR FISCAL YEAR 2023                            |                    |                    |                                   |
|   | 2019-20 Actual     | 2020-21 Actual     | Proposed July<br>2022 - June 2023 |
|   | audited totals     | unaudited totals   |                                   |
| <b>INCOME</b>   |                    |                    |                                   |
| <b>RECOVERY LITERATURE INCOME</b>                               |                    |                    |                                   |
| BASIC TEXT: Hardcover English                                   | \$1,650,767        | \$1,401,916        | \$1,472,012                       |
| BASIC TEXT: Translated  | 171,234            | 173,838            | 182,530                           |
| BASIC TEXT: Softcover   | 925,412            | 837,199            | 879,059                           |
| JUST FOR TODAY  | 646,785            | 711,121            | 746,677                           |
| IT WORKS: HOW & WHY   | 535,334            | 542,271            | 569,384                           |
| SPONSORSHIP BOOK  | 25,429             | 24,976             | 26,225                            |
| STEP WORKING GUIDES   | 767,993            | 752,102            | 789,707                           |
| LIVING CLEAN  | 344,444            | 360,844            | 378,886                           |
| GUIDING PRINCIPLES  | 134,015            | 126,001            | 132,301                           |
| <i>A Spiritual Principle a Day (contingent on WSC approval)</i> |                    |                    | 470,000                           |
| ePUB BOOKS  | 131,701            | 132,890            | 139,534                           |
| LITERATURE INCOME (IRAN)  | 262,333            | 187,602            | 196,982                           |
| OTHER RECOVERY LITERATURE                                       | 1,096,184          | 417,825            | 438,716                           |
| <b>Subtotal</b>   | <b>\$6,691,631</b> | <b>\$5,668,585</b> | <b>\$6,422,014</b>                |
| <b>OTHER INVENTORY INCOME</b>                                   |                    |                    |                                   |
| MEDALLIONS  | \$731,120          | \$686,989          | \$721,338                         |
| KEYTAGS & CHIPS   | 1,114,993          | 627,704            | 659,089                           |
| NON-FIPT INFORMATION BOOKLETS                                   | 18,872             | 7,701              | 8,086                             |
| SERVICE MATERIAL  | 135,469            | 65,002             | 68,252                            |
| SPECIALTY ITEMS   | 70,671             | 98,344             | 103,261                           |
| MIRACLES HAPPEN   | 15,304             | 19,227             | 20,188                            |
| <b>Subtotal</b>   | <b>2,086,429</b>   | <b>1,504,966</b>   | <b>1,580,215</b>                  |
| SHIPPING  | \$545,699          | \$541,735          | \$568,822                         |
| DISCOUNTS   | (1,264,218)        | (953,367)          | (1,001,035)                       |
| DEVELOPMENTAL SUBSIDIES & ALLOWANCES                            | (121,754)          | (124,377)          | (130,596)                         |
| <b>Subtotal</b>   | <b>(\$840,272)</b> | <b>(\$536,009)</b> | <b>(\$562,810)</b>                |
|   | =====              | =====              | =====                             |
| <b>Gross Literature Income (less discounts)</b>                 | <b>7,937,788</b>   | <b>6,637,541</b>   | <b>7,439,418.54</b>               |
| <b>Gross Literature Income (without Iran)</b>                   | <b>7,675,454</b>   | <b>6,449,939</b>   | <b>7,242,436</b>                  |
| <b>RECOVERY LITERATURE COST OF GOODS SOLD</b>                   |                    |                    |                                   |
| BASIC TEXT: Hardcover English                                   | \$365,653          | \$258,260          | \$304,746                         |
| BASIC TEXT: Translated  | 29,266             | 35,685             | 42,108                            |
| BASIC TEXT: Softcover   | 131,097            | 112,639            | 132,914                           |
| JUST FOR TODAY  | 72,992             | 75,454             | 89,036                            |
| IT WORKS: HOW & WHY   | 107,229            | 82,824             | 97,732                            |
| SPONSORSHIP BOOK  | 4,291              | 4,852              | 5,726                             |
| STEP WORKING GUIDES   | 89,886             | 70,823             | 83,571                            |
| LIVING CLEAN  | 77,328             | 53,940             | 63,650                            |
| GUIDING PRINCIPLES  | 27,695             | 20,204             | 23,841                            |
| <i>A Spiritual Principle a Day (contingent on WSC approval)</i> |                    |                    | 70,000                            |
| ePUB BOOKS  | 39,464             | 39,867             | 47,043                            |
| LITERATURE PRODUCTION (IRAN)                                    | 283,066            | 100,338            | 118,399                           |
| OTHER RECOVERY LITERATURE                                       | 211,455            | 78,449             | 92,570                            |
| <b>Subtotal</b>   | <b>1,439,422</b>   | <b>933,335</b>     | <b>1,171,335</b>                  |



| NARCOTICS ANONYMOUS WORLD SERVICES, INC.               |                    |                    |                                   |
|--|--------------------|--------------------|-----------------------------------|
| PROPOSED BUDGET FOR FISCAL YEAR 2023                   |                    |                    |                                   |
|  | 2019-20 Actual     | 2020-21 Actual     | Proposed July<br>2022 - June 2023 |
|  | audited totals     | unaudited totals   |                                   |
| <b>OTHER INVENTORY COST OF GOODS SOLD</b>              |                    |                    |                                   |
| MEDALLIONS   | \$151,907          | \$127,309          | \$150,225                         |
| KEYTAGS & CHIPS  | 260,055            | 118,092            | 139,349                           |
| NON-FIPT INFORMATION BOOKLETS                          | 3,247              | 1,733              | 2,045                             |
| SERVICE MATERIAL                                       | 38,949             | 15,288             | 18,040                            |
| SPECIALTY ITEMS  | 1,467              | 32,802             | 38,706                            |
| MIRACLES HAPPEN  | 2,985              | 3,710              | 4,378                             |
| INVENTORY ADJUSTMENT                                   | 0                  | 16                 | 0                                 |
| <b>Subtotal</b>  | <b>\$458,610</b>   | <b>\$298,950</b>   | <b>\$352,743</b>                  |
|  | =====              | =====              | =====                             |
| <b>Total Cost of Goods Sold</b>                        | <b>\$1,898,032</b> | <b>\$1,232,285</b> | <b>\$1,524,078</b>                |
| <b>Total Cost of Goods Sold (without Iran)</b>         | <b>\$1,614,966</b> | <b>\$1,131,947</b> | <b>\$1,405,679</b>                |
|  | =====              | =====              | =====                             |
| <b>Net Literature Income</b>                           | <b>\$6,039,756</b> | <b>\$5,405,256</b> | <b>\$5,915,340</b>                |
| <b>Net Literature Income (without Iran)</b>            | <b>\$6,060,488</b> | <b>\$5,317,992</b> | <b>\$5,836,757.16</b>             |
|  |                    |                    |                                   |
| <b>FELLOWSHIP CONTRIBUTIONS by donor type</b>          |                    |                    |                                   |
| Members  | \$209,231          | \$638,440          | \$715,053                         |
| Groups   | 83,514             | 125,255            | 140,286                           |
| Areas  | 126,147            | 157,056            | 175,902                           |
| Regions  | 520,773            | 650,406            | 728,455                           |
| Events/Conventions                                     | 31,339             | 84,694             | 94,858                            |
| Unity Day  | 0                  | 0                  | 0                                 |
| Zonal & Other Forums                                   | 28,205             | 75,164             | 84,183                            |
| <b>Total Contributions</b>                             | <b>\$999,209</b>   | <b>\$1,731,015</b> | <b>\$1,938,737</b>                |
|  |                    |                    |                                   |
| <b>Other Income</b>                                    |                    |                    |                                   |
| LICENSED VENDOR PAYMENTS                               | \$35,718           | \$12,550           | \$30,000                          |
| INTEREST   | 14,916             | 9,461              | 10,000                            |
| MISCELLANEOUS  | (11,502)           | 1,272              | 0                                 |
| INTERBRANCH  | (1,029)            | (1)                |                                   |
| <b>Total Other Income</b>                              | <b>\$38,104</b>    | <b>\$23,282</b>    | <b>\$40,000</b>                   |
|  | =====              | =====              | =====                             |
| <b>OPERATING INCOME (Not including event specific)</b> | <b>\$7,077,069</b> | <b>\$7,159,554</b> | <b>\$7,894,077</b>                |
| <b>OPERATING INCOME (Not including Iran)</b>           | <b>\$7,097,802</b> | <b>\$7,072,290</b> | <b>\$7,815,494</b>                |

# NARCOTICS ANONYMOUS WORLD SERVICES, INC.

## PROPOSED BUDGET FOR FISCAL YEAR 2023

|  | 2019-20 Actual     | 2020-21 Actual     | Proposed July<br>2022 - June 2023 |
|--|--------------------|--------------------|-----------------------------------|
|  | audited totals     | unaudited totals   |                                   |
| <b>EXPENSE</b>   |                    |                    |                                   |
| <b>LITERATURE PRODUCTION &amp; DISTRIBUTION</b>                      |                    |                    |                                   |
| <b>FIXED OPERATIONAL EXPENSES</b>                                    |                    |                    |                                   |
| PRODUCTION   | \$75,855           | \$851,599          | \$872,889                         |
| TRANSLATIONS (not included in Cost of Goods)                         | 47,772             | 33,053             | 33,879                            |
| LITERATURE DISTRIBUTION (IRAN)                                       | 33,746             | (216,812)          | 33,000                            |
| SHIPPING   | 486,611            | 539,066            | 552,543                           |
| BUSINESS PLAN WORKGROUP  | 1,170              | 0                  | 0                                 |
| LEGAL  | 442,880            | 242,442            | 248,503                           |
| LIT P&D TRAVEL AND EXCHANGE EXPENSES                                 | 324,036            | (30,149)           | 7,000                             |
| ACCOUNTING   | \$ 22,165          | \$ 20,257          | \$ 25,054                         |
| PERSONNEL (Includes amt budgeted to variable projects)               | 1,412,337          | 884,384            | 1,367,305                         |
| OVERHEAD   | 812,250            | 447,880            | 595,503                           |
| TECHNOLOGY   | 125,018            | 151,654            | 187,572                           |
| <b>Total Literature Production &amp; Distribution</b>                | <b>\$3,783,841</b> | <b>\$2,923,374</b> | <b>\$3,923,248</b>                |
| <b>Total Literature Production &amp; Distribution (without Iran)</b> | <b>\$3,750,094</b> | <b>\$3,140,186</b> | <b>\$3,890,248</b>                |
| <b>WORLD SERVICE CONFERENCE SUPPORT</b>                              |                    |                    |                                   |
| <b>FIXED OPERATIONAL EXPENSES</b>                                    |                    |                    |                                   |
| PUBLICATIONS   | \$5,154            | \$2,508            | \$10,000                          |
| WORLD SERVICE CONFERENCE BIENNIAL MTG                                | 50,741             | 184                | 512,000                           |
| WORLD BOARD  | 120,330            | 1,998              | 122,000                           |
| HUMAN RESOURCE PANEL   | 20,076             | 399                | 20,076                            |
| WSC COFACILITATORS   | 1,782              | -                  | 6,000                             |
| ACCOUNTING   | \$ 12,832          | \$ 11,728          | 11,728                            |
| PERSONNEL (Includes amt budgeted to variable projects)               | 817,669            | 512,012            | 640,015                           |
| OVERHEAD   | 470,250            | 259,299            | 278,746                           |
| TECHNOLOGY   | 72,379             | 87,800             | 87,800                            |
| <b>Subtotal</b>  | <b>\$1,571,213</b> | <b>\$875,928</b>   | <b>\$1,688,365</b>                |
| <b>VARIABLE OPERATIONAL EXPENSES</b>                                 |                    |                    |                                   |
| FUTURE OF WSC  | 22,688             | 0                  |                                   |
| <b>Total World Service Conference Support</b>                        | <b>\$1,593,901</b> | <b>\$875,928</b>   | <b>\$1,688,365</b>                |

# NARCOTICS ANONYMOUS WORLD SERVICES, INC.

## PROPOSED BUDGET FOR FISCAL YEAR 2023

|  | 2019-20 Actual       | 2020-21 Actual     | Proposed July<br>2022 - June 2023 |
|--|----------------------|--------------------|-----------------------------------|
|  | audited totals       | unaudited totals   |                                   |
| <b>FELLOWSHIP DEVELOPMENT</b>                          |                      |                    |                                   |
| <b>FIXED OPERATIONAL EXPENSES</b>                      |                      |                    |                                   |
| PUBLICATIONS   | \$49,429             | \$5,471            | \$5,608                           |
| FELLOWSHIP SUPPORT                                     | 122,001              | 1,094              | 15,000                            |
| PUBLIC RELATIONS                                       | 34,808               | 500                | 3,000                             |
| DEVELOPMENTAL LITERATURE                               | 458,370              | 228,182            | 343,276                           |
| ACCOUNTING   | \$20,415             | \$18,658           | 13,860                            |
| PERSONNEL (Includes amt budgeted to variable projects) | 1,300,837            | 814,565            | 756,381                           |
| OVERHEAD   | 748,125              | 412,521            | 329,427                           |
| TECHNOLOGY   | 115,149              | 139,682            | 103,763                           |
| <b>Subtotal</b>  | <b>\$2,849,133</b>   | <b>\$1,620,672</b> | <b>\$1,570,316</b>                |
| <b>VARIABLE OPERATIONAL EXPENSES</b>                   |                      |                    |                                   |
| DAILY MEDITATION BOOK                                  | 59,444               | 23,657             | 0                                 |
| MENTAL HEALTH/ILLNESS PAMPHLET                         | 990                  | -                  | -                                 |
| <b>Subtotal</b>  | <b>\$60,435</b>      | <b>\$23,657</b>    | <b>\$0</b>                        |
| <b>Total Fellowship Development</b>                    | <b>\$2,909,568</b>   | <b>\$1,644,330</b> | <b>\$1,570,316</b>                |
| <b>EVENTS</b>  |                      |                    |                                   |
| <b>FIXED OPERATIONAL EXPENSES</b>                      |                      |                    |                                   |
| FUTURE (AND PRIOR) CONVENTIONS                         | \$6,138              | \$8,618            | \$8,834                           |
| ACCOUNTING   | \$2,916              | \$2,665            | 2,665                             |
| PERSONNEL (Includes amt budgeted to variable projects) | 185,834              | 116,366            | 145,458                           |
| OVERHEAD   | 106,875              | 58,932             | 63,351                            |
| TECHNOLOGY   | 16,450               | 19,955             | 19,955                            |
| <b>Total Events</b>                                    | <b>\$318,214</b>     | <b>\$206,536</b>   | <b>\$240,263</b>                  |
|  | =====                | =====              | =====                             |
| <b>EXPENSE (For activity areas only)</b>               | <b>\$8,605,523</b>   | <b>\$5,650,168</b> | <b>\$7,422,192</b>                |
| <b>EXPENSE (Activity Areas w/o IRAN )</b>              | <b>\$8,571,776</b>   | <b>\$5,866,980</b> | <b>\$7,389,192</b>                |
| <b>EXCESS REVENUE/EXPENSE (Cash Activities only)</b>   |                      | <b>\$1,509,386</b> | <b>\$471,885</b>                  |
| <b>Non Cash Items</b>                                  |                      |                    |                                   |
| <b>Depreciation and Amortization Expense</b>           |                      | 406,203            | 375,000                           |
| <b>TOTAL EXPENSE</b>                                   | <b>\$8,605,523</b>   | <b>\$6,056,371</b> | <b>\$7,797,192</b>                |
| <b>EXCESS REVENUE/EXPENSE</b>                          | <b>(\$1,528,454)</b> | <b>\$1,103,183</b> | <b>\$96,885</b>                   |
| <b>EXCESS REVENUE/EXPENSE (without Iran)</b>           | <b>(\$1,473,975)</b> | <b>\$799,107</b>   | <b>\$51,302</b>                   |

## Motions & Survey Tally Sheet

This tally sheet is for you to collect responses on the *Conference Agenda Report* and Conference Approval Track motions if you find it helpful. The *Interim CAR & CAT (ICC)* is available for download from the Conference webpage: [www.na.org/conference](http://www.na.org/conference). The ICC contains explanatory essays on the motions and the World Service Conference. We encourage you to familiarize yourself with all of the content. Summary videos will be available soon after the release of the ICC.

| CONFERENCE AGENDA REPORT MOTIONS |  |     |    |     |
|----------------------------------|--|-----|----|-----|
| #1                               | Maker: World Board<br>Acting as the trustor, the delegates present at the virtual WSC 2022, are continuing the suspension of Article 5, Section 3 of the <i>FIPT</i> Operational Rules, while we make a decision about the future. This suspension will expire at the close of WSC 2023. | Yes | No | Abs |
| #2                               | Maker: World Board<br>To extend the terms of the WSC elected positions for the two Human Resource Panel members and one WSC Cofacilitator currently set to expire in 2022 to 2023.   | Yes | No | Abs |
| #3                               | Maker: World Board<br>To extend the terms of the three WSC elected positions on the World Board currently set to expire in 2022 to 2023.   | Yes | No | Abs |
| #4                               | Maker: World Board<br>To approve the book contained in Addendum B, “A Spiritual Principle a Day” as Fellowship-approved recovery literature.   | Yes | No | Abs |

| CONFERENCE APPROVAL TRACK MOTION |   |     |    |     |
|----------------------------------|---|-----|----|-----|
| #5                               | Maker: World Board<br>To approve the Narcotics Anonymous World Services, Inc. budget for 2022–2023. | Yes | No | Abs |



# **Addendum A**

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## **August 2021 Epoll results**

## Results of Decision Making Poll Regarding WSC 2022/2023

The following motions were decided on via electronic poll. Conference participants had 72 hours to respond to the poll, beginning Thursday 26 August and ending Sunday 29 August.

123 participants took part in the poll.

**Motion V1 (from 2020 but revised to be a policy):** When the WSC chooses to meet virtually, all World Service Conference participants may participate and vote remotely in the same manner as the current policy for participants who are unable to obtain visas:

*“Participants who are unable to attend the WSC due to visa issues may participate remotely. Remote participants have the same rights as if they were at the WSC”* 2020 GWSNA

To accommodate the variety of time zones and to ensure an accurate record, decisions of the WSC can be made outside of the WSC meeting by epoll that is sent to all seated Conference participants.

**Maker:** World Board

**Intent:** To allow the Conference to choose to make decisions virtually when necessary.

**Poll Results:** 120 yes (98%) ♦ 2 no (2%) ♦ 1 abstain (1%) ♦ 0 present not voting

**Motion V2:** Due to travel restrictions and safety concerns from the global COVID-19 pandemic, the 2020–2022 Conference cycle is extended to 2023. A short, interim, virtual, Conference business meeting shall be held in 2022 to fulfil our obligation to address legally essential business, as described in Motion V3, and to approve the Spiritual Principle a Day book if the WSC chooses to do so. After the essential business is conducted, the 2022 virtual meeting of the WSC shall recess and reconvene in 2023. Dates and deadlines pertaining to the meeting of the Conference in 2023 shall be provided by the World Board, including CAR motion deadlines, and seating application deadlines.

**Maker:** World Board

**Intent:** To adapt the current Conference schedule due to the global pandemic.

**Poll Results:** 110 yes (92%) ♦ 7 no (6%) ♦ 3 abstain (3%) ♦ 3 present not voting

**Motion V3:** The business for the virtual session of the WSC in 2022 shall be distributed in one electronic document, which for the purposes of business and decision-making shall serve as an interim *Conference Agenda Report (CAR)* and Conference Approval Track (CAT) using the current CAR deadlines and distribution dates and shall include:

1. NA World Services Budget for one year – 2022-2023
2. Extend existing FIPT moratorium on inspection clause for one year. (Acting as the trustor, the delegates present at the virtual WSC 2022, are continuing the suspension of Article 5, Section 3 of the *FIPT* Operational Rules, while we make a decision about the future. This suspension will expire at the close of WSC 2023.)
3. Adjustment of terms for WSC trusted servants. (the details of this will be provided)

**Maker:** World Board

**Intent:** To describe what is legally required or essential for the Conference in 2022.

**Poll Results:** 109 yes (91%) ♦ 6 no (5%) ♦ 5 abstain (4%) ♦ 3 present not voting

**Motion V4:** The business for the virtual session of the WSC in 2022 shall include the approval draft of the Spiritual Principle a Day book (SPAD), which shall be included in the interim *Conference Agenda Report (CAR)*

**Maker:** World Board

**Intent:** To approve the Spiritual Principle a Day book

**Poll Results:** 117 yes (95%) ♦ 4 no (3%) ♦ 2 abstain (2%) ♦ 0 present not voting

## **Addendum B**

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### **A Spiritual Principle a Day Approval Draft**

***(posted as a separate document)***