

EXECUTIVE BODY REPORT

02/25/2015

Re: Treasurer Discrepancy Report

We the board need to advise you on our findings on the theft of funds in the last quarter.

Since the last meeting, both Debbie & Jason have been removed from the bank account. Right now we have Stan D. & Naomi A. as signers on the account. Naomi A. was able to verify that no ATM cards had been issued. The password to our online account was also changed.

Naomi A. met with Stan D., our area chair, to receive the documents from the treasurer. When we started to compile all of the documentation, we noticed several things right away. There were approximately 10 pages missing from the front of the receipt book, that's 40 receipts. Also, we found that there was only one deposit book and there was no group donation list from September. Also, we are missing all of the old documents, they were not in the bag.

Discrepancy Report: (please note each month has back up documents)

- In September, Literature reported sales in the amount of \$1333.00. Again, there was no Group Donation list to pull numbers from. Bank deposits for that month show \$1033.00 and \$1189.21. Without the Group Donations, this month cannot be reconciled. **See back up docs.**
- In October, Literature reported sales in the amount of \$1996.44 and Group Donations were \$951.40 (see re-created donation list, from receipts). Bank deposits show only one deposit that month for \$1996.44. That is a discrepancy of \$951.40. **See back up docs.**
- In November, Area Service did not meet due to inclement weather.
- In December, Literature reported sales in the amount of \$2166.00 and Group Donations were \$1367.34 (see re-created donation list, from receipts). Bank deposits show that only one deposit was made for that month for \$1533.24. That is a discrepancy of \$2001.10. **See back up docs.**
- In January, Literature reported sales in the amount of \$2110.00 and Group Donations were \$1261.66. Bank deposits show that there were deposits for \$2110.00 and \$1261.66. **See back up docs.**
- **All together there is a discrepancy of \$3251.50.**

End Discrepancy Report

I met with Scottie our previous treasure to get confirmation on our report. With everything that was available he was able to confirm our numbers. There is a deficit of \$3251.50 missing from our bank account.

In the interim, we have made multiple attempts to contact Debbie on all levels, including going by her house. Jason has been very cooperative in helping us in every way possible.

The executive body has corresponded and discussed this. The executive body was told of a theft charge against the treasurer in December and we spoke to the treasurer about it and felt satisfied with her response. We also advised the area about this at last month's area service meeting. We apologize for not notifying the area at the December's meeting. We wanted to give the treasurer the opportunity to tell the area her side of the story during her report.

You will be presented with a theft of funds procedure tonight from the Policy Committee to take back to your home groups.

We are asking you to implement a portion of it tonight so we have policy & procedure for now, to fulfill the accountability statement that says we WILL prosecute.

In Loving Service,
Stan D., Naomi A., Renee O., Helene Q.

NEFA ASC TREASURER DISCREPANCY REPORT 02/25/2015

	Bank	Total from	Group	Special events	Corrections from bank
September	Discrepancies \$ 300.00	Deposits \$ 1,033.00	reports \$ 1,333.00	literature \$ 1,333.00	
	\$ -	\$ 1,189.21	\$ 1,189.21		
October	Discrepancies \$ -	Deposits \$ 1,996.44	reports \$ 1,996.44	literature \$ 1,996.44	
	\$ 951.40	\$ -	\$ 951.40	\$ 951.40	
November	Discrepancies \$ -	Deposits \$ -	reports \$ -	literature \$ -	
	\$ -	\$ -	\$ -	\$ -	
				AREA DID NOT MEET	
December	Discrepancies \$ 2,166.00	Deposits \$ -	reports \$ 2,166.00	literature \$ 2,166.00	
	\$ (165.90)	\$ 1,533.24	\$ 1,367.34	\$ 1,367.34	
January	Discrepancies \$ -	Deposits \$ 2,110.00	reports \$ 2,110.00	literature \$ 2,110.00	
	\$ -	\$ 1,261.66	\$ 1,261.66	\$ 1,261.66	
Total					
Discrepancies	\$				

There is no group donation sheet or receipts to pull #'s from

<-----This could be due to missing receipts

Total Discrepancies \$ 3,251.50

Backup docs 9/201

**NORTHEAST FREEDOM AREA OF NARCOTICS ANONYMOUS
AREA SERVICE MONTHLY GROUP DONATIONS 9/24/2014**

Group Name	Amount	Receipt #	Group Name	Amount	Receipt#
11th Step Meditation			Miracles in Motion		
5 to 1 Group			North Point Group		
Alive in Canton			One Promise		
AWANA			Parkville Group		
Arm Steps			Power of Women		
Break the Cycle			Recovering Men		
By the Grace of NA			Recovery First		
Canton Noon					
Circle of Hope			Saturday Morning Hope		
Come Get Some			Saturday Night Serenity		
Faith In the Valley					
Firm Foundation			Self-Will Run Riot		
For What Its Worth			Serenity at Six		
F.T.W. - Found the Way			Serenity Group		
Freedom from the Edge			Solid Ground		
Freedom Group			Stairway to Recovery		
GBMC			Step into the Light		
German Hill Group			Steps to Freedom		
Give to Live			Stronger Ties		
Good Orderly Direction			Surrender to Survive		
Grow Up or Die			T.R.U.S.T		
Hamilton Noon					
Healing Women			The Way Group		
High on Life			Therapeutic Value		
Hope Without Dope			There is a Need		
HOW/Walk the Walk			Through Death to Life		
Hugs Not Drugs			Thursday at the Garden		
IOU NA					
Joy of Recovery					
Just A Desire			Who's In Charge		
Just Do It			Will to Survive		
Just for Saturday			Work The Steps To Live		
Just for Sunday			You Get What You Need		
Keep Comming Back					
Life After Death					
Lighthouse Group					
Live & Let Live					
Merritt Point Group					
Message is Hope					
			Total This Column	\$ -	
			Total First Column	\$ -	
	\$ -		Total	\$ -	

Backup docs 9/201

**NORTHEAST FREEDOM AREA
LITERATURE REPORT
OCTOBER 2014**

LITERATURE SOLD IN SEPTEMBER: \$1,333.00

LITERATURE ORDERED IN OCTOBER: \$904.49 / \$1,344.08

CURRENT LITERATURE ON HAND: \$6,177.15 / \$6,616.74

HOW TO SUBMIT YOUR LITERATURE ORDER:

- 1. TAKE AN ORDER FORM AND A LETTER/NUMBER CARD FROM THE BACK STAGE.**
- 2. WRITE YOUR LETTER/NUMBER ON THE TOP OF YOUR ORDER FORM, AND THEN FILL OUT ACCORDINGLY.**
- 3. PLACE YOUR COMPLETED FORM IN THE CORRESPONDING BOX ON THE BACK STAGE. ***KEEP YOUR LETTER/NUMBER CARD WITH YOU, AND VISIBLE SO THAT WE MAY QUICKLY AND EASILY DELIVER YOUR ORDER*****
- 4. RELAX AND WAIT FOR US TO BRING YOUR ORDER TO YOU. ☺**

SOME REMINDERS:

- PLEASE SUBMIT YOUR ORDERS NO LATER THAN 7:30PM**
- CHECK YOUR ORDER BEFORE YOU LEAVE. IF THERE ARE ANY PROBLEMS, PLEASE SEE ANY LITERATURE COMMITTEE MEMBER**
- ONLY LITERATURE COMMITTEE MEMBERS ARE PERMITTED AT THE MONEY TABLE IN THE BACK. PLEASE BE RESPECTFUL OF THIS.**

**In Grateful Service,
Erin B.
Chair- NEFA Literature Committee**



Business Economy Checking - 3024: Account Activity Transaction Details

Post date: 09/26/2014

Amount: 1,189.21

Type: Deposit

Description: Deposit

Back up docs

9/2014

DEPOSIT TICKET

DATE 9/24/14

CHECKS AND OTHER ITEMS ARE PAID TO THE DEPOSIT ACCOUNT BY THE PROVISIONS OF THE FEDERAL RESERVE ACT. CHECKS MUST BE PAID TO THE ACCOUNT NUMBER ON THE FRONT OF THE CHECK.

Bank of America
ACH N/T 04091433

USE OTHER SIDE FOR A TO TOTALS. BE SURE CHECKS ARE PROPERLY ENDORSED.

LET CHECKS REMAIN ON ATTACHMENT

CURRENCY P	1187.00
1:13208 MD 8102	CON P
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TOTAL	
	\$ 1189.21

NORTHEAST FREEDOM AREA SERVICE 03-90
COMMITTEE OF W A
PO BOX 18087
SMOULDER RIVER, MD. 21220

⑆540520105⑆ 002006913024⑆

Group donations? No receipts



Business Economy Checking - 3024: Account Activity Transaction Details

Post date: 09/26/2014

Back up docs 9/2014

Amount: 1,033.00

Type: Deposit

Description: Deposit

DEPOSIT TICKET

DATE 9-24-14

Literature

CURRENCY \$ 1013.00

118200140 20.00

Bank of America

ACH NY 08200143

NORTHEAST FREEDOM AREA SERVICE 00-40
COMMITTEE OF N A
PO BOX 18067
MIDDLE RIVER, MD. 21220

USE OTHER SIDE FOR
C
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\$ ~~1333.00~~
1033.00

⑆540520⑆05⑆ 0020069⑆3024⑆

Literature reported \$1333.00 in sales?

Amount verified through report & phone call with Literature Chair Erin B.

Back up docs 10/2014

NORTHEAST FREEDOM AREA OF NARCOTICS ANONYMOUS
 AREA SERVICE MONTHLY GROUP DONATIONS 10/23/2014

Group Name	Amount	Receipt #	Group Name	Amount	Receipt#
11th Step Meditation			Miracles in Motion		
5 to 1 Group	\$120.00	83644	North Point Group	\$61.00	83634
Alive in Canton	\$100.00	83633	One Promise		
AWANA			Parkville Group		
Arm Steps			Power of Women		
Break the Cycle			Recovering Men		
By the Grace of NA			Recovery First		
Canton Noon					
Circle of Hope	\$50.00	83648	Saturday Morning Hope	\$50.00	83639
Come Get Some			Saturday Night Serenity		
Faith In the Valley					
Firm Foundation			Self-Will Run Riot		
For What Its Worth			Serenity at Six	\$100.00	83641
F.T.W. - Found the Way	\$44.00	83643	Serenity Group		
Freedom from the Edge			Solid Ground		
Freedom Group	\$25.00	83636	Stairway to Recovery		
GBMC			Step into the Light		
German Hill Group			Steps to Freedom		
Give to Live			Stronger Ties	\$5.00	83640
Good Orderly Direction			Surrender to Survive	\$20.00	83646
Grow Up or Die			T.R.U.S.T		
Hamilton Noon	\$100.00	83638			
Healing Women	\$12.40	83647	The Way Group		
High on Life	\$7.00	83637	Therapeutic Value	\$40.00	83642
Hope Without Dope			There is a Need		
HOW/Walk the Walk			Through Death to Life		
Hugs Not Drugs			Thursday at the Garden	\$50.00	83635
IOU NA					
Joy of Recovery					
Just A Desire			Who's In Charge		
Just Do It			Will to Survive		
Just for Saturday			Work The Steps To Live		
Just for Sunday			You Get What You Need		
Keep Comming Back					
Life After Death					
Lighthouse Group					
Live & Let Live					
Merritt Point Group					
Message is Hope					
			Total This Column	\$ 326.00	
hampden group???	167.00	83645	Total First Column	\$ 625.40	
Total this column	\$ 625.40		Total	\$ 951.40	

k recreated donation list by receipt book

Back up doc 10/2014

**NORTHEAST FREEDOM AREA
LITERATURE REPORT
DECEMBER 2014**

LITERATURE SOLD IN OCTOBER: \$1,996.44

LITERATURE ORDERED IN NOVEMBER: \$2,037.63

CURRENT LITERATURE ON HAND: \$6,733.41

HOW TO SUBMIT YOUR LITERATURE ORDER:

1. TAKE AN ORDER FORM AND A LETTER/NUMBER CARD FROM THE BACK STAGE.
2. WRITE YOUR LETTER/NUMBER ON THE TOP OF YOUR ORDER FORM, AND THEN FILL OUT ACCORDINGLY.
3. PLACE YOUR COMPLETED FORM IN THE CORRESPONDING BOX ON THE BACK STAGE. ***KEEP YOUR LETTER/NUMBER CARD WITH YOU, AND VISIBLE SO THAT WE MAY QUICKLY AND EASILY DELIVER YOUR ORDER***
4. RELAX AND WAIT FOR US TO BRING YOUR ORDER TO YOU. ☺

SOME REMINDERS:

- PLEASE SUBMIT YOUR ORDERS NO LATER THAN 7:30PM
- CHECK YOUR ORDER BEFORE YOU LEAVE. IF THERE ARE ANY PROBLEMS, PLEASE SEE ANY LITERATURE COMMITTEE MEMBER
- ONLY LITERATURE COMMITTEE MEMBERS ARE PERMITTED AT THE MONEY TABLE IN THE BACK. PLEASE BE RESPECTFUL OF THIS.

In Grateful Service,
Erin B.
Chair- NEFA Literature Committee



Business Economy Checking - 3024: Account Activity Transaction Details

Post date: 10/29/2014 *Back up doc 10/2014*

Amount: 1,996.44

Type: Deposit

Description: Deposit

DEPOSIT TICKET

DATE 10/22/14

CHUCK ANDERSON'S PERSONAL ACCOUNTS ARE SUBJECT TO THE SUPERVISION OF THE FEDERAL RESERVE. TO OBTAIN SUPERVISION INFORMATION, CONTACT SUPERVISION UNIT, 300 N. ZEEB RD., WASHINGTON, DC 20543

Bank of America

ACH # 083001533

USE OTHER BOX FOR MULTIPLE LISTINGS. BE SURE EACH ITEM IS PROPERLY ENDORSED.

USE CHECKS ONLY ON ATTACH LIST

CURRENCY \$	1900.00
7-113428 MD 8192	10.00
CON	86.44
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TOTAL \$	1996.44

USE OTHER BOX FOR MULTIPLE LISTINGS. BE SURE EACH ITEM IS PROPERLY ENDORSED.

ACH # 083001533

NORTHEAST FREEDOM AREA SERVICE 05-80
COMMITTEE OF N A
PO BOX 18067
MIDDLE RIVER, MD, 21229

Literature

⑆540520105⑆ 002006913024⑈

Deposit matches Literature sales for October 2014.

No deposit for group donations

Back up acc Dec 2014

**NORTHEAST FREEDOM AREA OF NARCOTICS ANONYMOUS
AREA SERVICE MONTHLY GROUP DONATIONS 12/17/2014**

Group Name	Amount	Receipt #	Group Name	Amount	Receipt#
11th Step Meditation			Miracles in Motion		
5 to 1 Group			North Point Group		
Alive in Canton			One Promise		
AWANA	\$103.00	83650	Parkville Group	\$8.00	83663
Arm Steps			Power of Women		
Break the Cycle			Recovering Men	\$116.00	83653
By the Grace of NA			Recovery First		
Canton Noon					
Circle of Hope			Saturday Morning Hope		
Come Get Some	\$150.00	83656	Saturday Night Serenity		
Faith In the Valley					
Firm Foundation			Self-Will Run Riot		
For What Its Worth			Serenity at Six	\$170.00	83632
F.T.W. - Found the Way	\$49.00	83660	Serenity Group		
Freedom from the Edge			Solid Ground		
Freedom Group	\$40.00	83649	Stairway to Recovery		
GBMC			Step into the Light		
German Hill Group			Steps to Freedom		
Give to Live			Stronger Ties	\$76.00	83658
Good Orderly Direction			Surrender to Survive	\$10.00	83661
Grow Up or Die			T.R.U.S.T		
Hamilton Noon	\$100.00	83657			
Healing Women			The Way Group		
High on Life	\$8.00	83667	Therapeutic Value	\$40.00	83651
Hope Without Dope	\$33.00	83659	There is a Need		
HOW/Walk the Walk			Through Death to Life	\$10.00	83630
Hugs Not Drugs	\$17.20	83662	Thursday at the Garden	\$60.00	83652
IOU NA	\$41.00	83664			
Joy of Recovery					
Just A Desire	\$163.14	83655	Who's In Charge	\$33.00	83666
Just Do It			Will to Survive		
Just for Saturday			Work The Steps To Live		
Just for Sunday			You Get What You Need	\$50.00	83631
Keep Comming Back					
Life After Death					
Lighthouse Group					
Live & Let Live	\$70.00	83654			
Merritt Point Group					
Message is Hope	\$20.00	83665			
			Total This Column	\$ 573.00	
			Total First Column	\$ 794.34	
Total	\$ 794.34		Total	\$ 1,367.34	

denotes a correction (verified through receipts)

* recreated group donation list through receipts

Back up doc Dec 2014

**NORTHEAST FREEDOM AREA
LITERATURE REPORT
JANUARY 2015**

LITERATURE SOLD IN DECEMBER 2014: \$2,166.00
LITERATURE ORDERED IN JANUARY 2015: \$2,187.40
CURRENT LITERATURE ON HAND: \$6,754.81

HOW TO SUBMIT YOUR LITERATURE ORDER:

1. TAKE AN ORDER FORM AND A LETTER/NUMBER CARD FROM THE BACK STAGE.
2. WRITE YOUR LETTER/NUMBER ON THE TOP OF YOUR ORDER FORM, AND THEN FILL OUT ACCORDINGLY.
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In Grateful Service,
Erin B.
Chair- NEFA Literature Committee



Business Economy Checking - 3024: Account Activity Transaction Details

Post date: 12/22/2014 *Back up dec Dec 2014*

Amount: 1,533.24

Type: Deposit

Description: Deposit

DEPOSIT TICKET LIST CHECKS ONLY OR ATTACH LIST

DATE 12/17/14 CURRENCY \$ 1367.00

USE OTHER SIDE FOR
VOIDS. VALUE END
BY SIGN EACH ITEM IN
PROPERLY ENDORSED.

Bank of America ACH BY 08207433

NORTHEAST FREEDOM AREA SERVICE 00-80
COMMITTEE OF NA
PO BOX 18067
MIDDLE RIVER, MD, 21220

FILED AND
DATE 1700336 18 1363.24 170.00

USE OTHER SIDE FOR
VOIDS. VALUE END
BY SIGN EACH ITEM IN
PROPERLY ENDORSED.

FILED AND
DATE 1367.24 1533.24

⑆540520⑆05⑆0020069⑆3024⑆ 10

Group donations totaled 1367.34
No deposit for Literature Sales

Back up dec Jan 2015

NORTHEAST FREEDOM AREA OF NARCOTICS ANONYMOUS

AREA SERVICE MONTHLY GROUP DONATIONS from 01/28/2015

reported 02/25/2015

Group Name	Amount	Receipt #	Group Name	Amount	Receipt#
11th Step Meditation			Miracles in Motion		
5 to 1 Group	\$150.00	83689	North Point Group	\$69.00	83680
Alive in Canton	\$100.00	83674	One Promise		
AWANA			Parkville Group		
Arm Steps			Power of Women		
Break the Cycle			Recovering Men		
By the Grace of NA			Recovery First		
Canton Noon					
Circle of Hope			Saturday Morning Hope	\$100.00	83765
Come Get Some	\$150.00	83676	Saturday Night Serenity		
Faith In the Valley					
Firm Foundation			Self-Will Run Riot		
For What Its Worth			Serenity at Six	\$130.00	83673
F.T.W. - Found the Way	\$36.75	83684	Serenity Group		
Freedom from the Edge			Solid Ground		
Freedom Group	\$30.00	83687	Stairway to Recovery		
GBMC			Step into the Light		
German Hill Group			Steps to Freedom		
Give to Live			Stronger Ties	\$136.50	83682
Good Orderly Direction			Surrender to Survive		
Grow Up or Die			T.R.U.S.T	\$50.00	83683
Hamilton Noon					
Healing Women			The Way Group		
High on Life	\$6.00	83677	Therapeutic Value	\$35.00	83688
Hope Without Dope	\$29.81	83685	There is a Need		
HOW/Walk the Walk			Through Death to Life	\$10.00	83686
Hugs Not Drugs			Thursday at the Garden	\$20.00	83679
IOU NA					
Joy of Recovery	\$5.00	83690			
Just A Desire	\$163.60	83681	Who's In Charge		
Just Do It			Will to Survive		
Just for Saturday			Work The Steps To Live		
Just for Sunday			You Get What You Need	\$40.00	83678
Keep Comming Back					
Life After Death					
Lighthouse Group					
Live & Let Live					
Merritt Point Group					
Message is Hope					
			Total This Column	\$ 590.50	
			Total First Column	\$ 671.16	
Total this column	\$ 671.16		Total	\$ 1,261.66	



Business Economy Checking - 3024: Account Activity Transaction Details

Post date: 01/29/2015

Amount: 2,110.00

Type: Deposit

Description: Deposit

Back up dec Jan 2015

DEPOSIT TICKET

DATE: 1/29/15

PLEASE PRINT OTHER INFORMATION. THIS TICKET IS SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE. BY SIGNING THIS TICKET, YOU AGREE TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND TO HOLD BANK OF AMERICA HARMLESS FROM ANY LOSS OR DAMAGE.

Bank of America
NOT FOR CASH

Literature

NORTHEAST FREEDOM AREA SERVICE 65-80
 COMMITTEE OF N A
 PO BOX 18067
 MIDDLE RIVER, MD. 21220

USE OTHER SIDE FOR ADDITIONAL LISTING OR SIGNATURES. BE SURE EACH ITEM IS PROPERLY ENDORSED.

C _____
 H _____
 E _____
 C _____
 K _____
 S _____

TOTAL ITEMS _____

CURRENCY \$ 2110.00

7-16 34/31 MD \$100 CDM \$

\$ 2110.00

⑆5405 20105⑆ 002006913024⑈



Online Banking

Business Economy Checking - 3024: Account Activity Transaction Details

Post date: 01/29/2015

Back up dec Jan 2015

Amount: 1,261.66

Type: Deposit

Description: Deposit

DEPOSIT TICKET

DATE 1/28/15

DEF: THIS TICKET IS VALID ONLY IF DEPOSITED THROUGH A BANK OF AMERICA BRANCH OR AT AN ATM OPERATED BY BANK OF AMERICA. IT IS NOT VALID FOR DEPOSIT AT OTHER ATMs.

Bank of America

AGY BY BR001833

NORTHEAST FREEDOM AREA SERVICE 00-90
COMMITTEE OF N A
 PO BOX 19067
 MIDDLE RIVER, MD, 21220

USE OTHER SIDE FOR
 ADDITIONAL CHECKS
 BE SURE EACH ITEM IS
 PROPERLY ENDORSED

7-183520 MD
 8102

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SEE THE BACK

\$

LIST CHECKS SHOWN ON ATTACH LIST

131.00
 .66
 130.00

1261.66

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