

FIXED EXPENSES PROPOSAL 1991-92
--

FIXED CONFERENCE ITEMS

1. WSC annual meeting	4. Trustee meetings (4)
2. Quarterly (1)	5. Translation Committee
3. JAC (1)	6. Conference Report & Digest, CAR
7. Administrative expenses	
Total Fixed Conference Items.....	<u>\$134,455</u>

FIXED COMMITTEE ITEMS

1. Administrative Committee	
a. WSO consultation	
b. WSO (5) & WSB (4) meeting attendance	
c. Other meetings (Steps, Traditions, WSCLC, Isolated Groups)	
Administrative Committee Total.....	<u>\$7,865</u>
2. World Service Board of Trustees	
a. WSO consultation	
b. WSO Board meeting attendance	
c. Traditions	
Trustees Total	<u>\$28,225</u>
3. Literature Committee	
a. "A-list" items	
b. Literature Committee meetings (2)	
c. WSO consultation	
Literature Committee Total.....	<u>\$52,472</u>
4. Public Information	
a. WSO consultation	
b. Non-N.A. events	
c. P.I. News	
P.I. Committee Total	<u>\$9,865</u>
5. Hospitals & Institutions	
a. WSO consultation	
b. Literature stockpile	
c. Reaching Out	
H&I Committee Total	<u>\$16,865</u>
6. Policy	
a. WSO consultation	
Policy Committee Total	<u>\$1,665</u>
7. Ad Hoc N.A. Service	
a. WSO, WSB meeting attendance for Twelve Concepts	
b. Meetings (2) for Twelve Concepts	
Ad Hoc NAS Total	<u>\$11,020</u>
Total Fixed Committee Items	<u>\$127,977</u>
TOTAL FIXED EXPENSES	<u>\$262,432</u>

FIXED BUDGET PRIORITIES - NEGATIVE ITEMS ¹
--

- | | |
|----|--|
| 49 | WSO consultation money |
| 29 | JAC meeting |
| 18 | Ad Hoc N.A. Service |
| 13 | WSO, WSB meeting attendance for 12 concepts |
| 13 | P.I. non-N.A. events |
| 8 | WSO consultation money except for policy |
| 8 | WSC Literature Committee meeting (1) |
| 8 | Trustee meeting (1) |
| 7 | Trustee meetings (2) |
| 7 | Reduce meal allocation |
| 7 | Policy |
| 7 | <i>P.I. News</i> |
| 7 | Concepts meetings (2) |
| 6 | H&I literature stockpile |
| 5 | Concepts meeting (1) |
| 4 | Literature Committee |
| 3 | WSO Board attendance by WSB |
| 3 | WSO & WSB meetings reduce |
| 3 | Literature (all projects but Steps) |
| 3 | Daily meditation guide |
| 2 | Traditions Ad Hoc meeting (1) |
| 2 | Traditions |
| 2 | Quarterly |
| 2 | Isolated Groups meetings (Admin committee) |
| 2 | Admin (other meetings) |
| 1 | 1 item on lit "A-list" |
| 1 | One-fourth of trustee meeting cost |
| 1 | Five percent cut to all committees |
| 1 | Administrative expenses cut \$5,000 |
| 1 | Administrative expenses (unnecessary mailing such as Basic Text, Third Edition, Revised) |
| 1 | Attendance at conventions rather than conferences |
| 1 | Budget without WSO support costs attached |
| 1 | Coffee, etc., at WSC |
| 1 | Cut <i>Reaching Out</i> \$1,200 |
| 1 | H&I |
| 1 | H&I literature stockpile cut \$2,000 |
| 1 | Lit Committee & Steps Ad Hoc, reduce membership |
| 1 | Lit drafts, reduce number in half |
| 1 | <i>Reaching Out</i> |
| 1 | Steps meetings (1) |
| 1 | Trustee meetings at Quarterly (1) |
| 1 | Trustee meetings (4) |
| 1 | WSC |
| 1 | WSC meeting (trim) |

¹ The numbers indicate the number of conference participants who voted to remove this item from the list of priorities.

1991 WSC DISCRETIONARY PRIORITY LIST

- | | |
|---------------------------------------|-----------------------------------|
| 1. International Development Forum | 8. Conference Agenda workshops |
| 2. P.I. video | 9. Metropolitan services meetings |
| 3. International Development travel | 10. Non-Trustee member travel |
| 4. Regional workshops | 11. Phoneline Committee meeting |
| 5. European Service Conference travel | 12. Guide to Service |
| 6. H&I working group travel | 13. Policy working group meeting |
| 7. Some non-N.A. events | 14. Pamphlet development travel |
| | 15. World Convention Attendance |

**1991 WORLD SERVICE CONFERENCE
DISCRETIONARY PRIORITY LISTING**

- | | |
|--------------------------------|-----------|
| 1. World Convention attendance | 15 - 6.09 |
| 2. Agenda workshop attendance | 8 - 4.23 |
| 3. Policy working group mtg. | 13 - 5.11 |
| 4. European Service Conf. att. | 5 - 3.50 |
| 5. Regional Workshops | 4 - 3.13 |
| 6. International Dev. Forum | 1 - 2.15 |
| 7. Non-Trustee comm. member, | 10 - 4.55 |
| 8. Pamphlet dev. travel | 14 - 5.41 |
| 9. Phoneline Comm. meeting | 11 - 4.57 |
| 10. Some non-N.A. events | 7 - 4.16 |
| 11. Metropolitan services mtg. | 9 - 4.35 |
| 12. H&I working group meeting | 6 - 3.57 |
| 13. Video | 2 - 2.55 |
| 14. International Dev. travel | 3 - 2.55 |
| 15. Guide to Service | 12 - 4.57 |

WORLD SERVICE OFFICE, INC.
ANALYSIS OF INCOME AND SERVICES
WSO-VAN NUYS 1991

SALES

Gross sales.....	\$4,083,323
Less discounts	<979,137>
Less cost of sales.....	<1,282,205>
Less shipping costs	<389,926>
NET SALES	\$1,432,055

SERVICES

WSO-Europe	\$24,948
Group services	70,551
<i>The NA Way Magazine</i>	92,241
World Service Board of Trustees.....	90,185
Hospitals & Institutions	64,752
International.....	44,198
Translations	94,772
Literature	116,240
Policy	21,836
Public Information	42,550
Special project-traditions.....	72,716
Special project-daily book.....	58,670
Special project- <i>Guide to Service</i>	28,698
Special project-steps.....	107,928
World Service Conference.....	203,598
<i>Reaching Out</i>	17,887
<i>Meeting by Mail</i>	21,337
<i>PI News</i>	10,318
Professionals newsletter	5,631
<i>Conference Report/Digest</i>	38,137
Conventions/offices.....	26,153
World Convention Corporation	85,386
<i>Newsline</i>	21,644
TOTAL SERVICE COSTS	\$1,360,377

NOT ALLOCATED TO SERVICES

Unallocated labor cost ..	\$45,650
Accounting and legal....	112,159
Consulting.....	11,062
Bad debts.....	2,774
Bank service charges	1,720
Contract labor	40,918
Depreciation.....	55,301
Dues and fees	2,810
Employee training	2,129
Equipment repair	2,188
Free publications	9,890
Interest	8,763
Maintenance and repair.....	16,098
Public information.....	<1,768>
Service contracts	14,744
Translations (correspondence).....	304
Typesetting supplies.....	518
Interest earned	<2,817>
Miscellaneous income	<24,116>
Emergency fund account.....	<717>
TOTAL COSTS NOT	\$297,609
ALLOCATED TO SERVICES	

NET INCOME <LOSS>

NET SALES	\$1,432,055
LESS TOTAL SERVICE COSTS	<1,360,377>
LESS COSTS NOT	
ALLOCATED TO SERVICES.....	<297,609>
NET INCOME <LOSS>	\$ <225,931>

NOTES

This is a simplified summary of income and services. The figures are in USA dollars. It is included to give the fellowship a general idea of the allocation of WSO resources in 1991. The figures in this summary do not account for activity at either WSO-Europe or WSO-Canada. Each figure in this summary represents that portion of the major categories of expense—salaries, rent, utilities, etc.—attributable to each item. Overheads are allocated to each department or project based on a percentage of salaries attributable to each department as indicated by an employee time study.

WORLD SERVICE OFFICE, INC.
DEPARTMENTAL COST BREAKDOWN

	LABOR %	LABOR COST	LABOR W/ADMIN	BASE %	RENT	UTILITIES	AUTO	COMPUTER SUPPLIES	EQUIPMT LEASE	GENERAL INSURANCE	OFFICE EXPENSE	POSTAGE	TELEPHONE	TRAVEL	TOTALS	OVERHEADS ALLOCATED
FELLOWSHIP SERVICES																
EUROPEAN SERVICE OFFICE	0.81%	\$7,151.53	\$8,394.89	0.71%	\$583.20	\$126.85	\$11.08	\$107.57	\$685.07	\$183.47	\$433.27	\$618.53	\$418.61	\$8,000.00	\$19,572.13	\$24,948.20
GROUP SERVICES	2.79%	\$32,968.83	\$38,699.88	3.28%	\$2,734.87	\$583.84	\$51.00	\$485.92	\$3,158.21	\$845.79	\$1,997.38	\$2,851.48	\$1,929.83	\$2,000.00	\$55,347.95	\$70,550.93
NA WAY MAGAZINE	3.74%	\$44,102.89	\$51,769.13	4.39%	\$3,858.19	\$781.01	\$68.22	\$663.39	\$4,224.78	\$1,131.42	\$2,871.91	\$3,814.42	\$2,581.55	\$1,000.00	\$72,364.01	\$92,240.97
BOARD OF TRUSTEES	3.39%	\$40,015.77	\$48,971.78	3.98%	\$3,319.20	\$708.84	\$61.90	\$601.92	\$3,833.28	\$1,026.57	\$2,424.31	\$3,480.95	\$2,342.32	\$8,000.00	\$70,750.83	\$90,184.88
HOSPITALS & INSTITUTIONS	2.58%	\$30,488.29	\$35,782.29	3.03%	\$2,527.09	\$539.53	\$47.13	\$458.28	\$2,918.48	\$781.59	\$1,845.78	\$2,835.02	\$1,783.34	\$1,500.00	\$50,798.50	\$64,751.85
INTERNATIONAL	1.55%	\$18,338.29	\$21,526.08	1.82%	\$1,521.11	\$324.75	\$28.37	\$275.85	\$1,758.69	\$470.45	\$1,111.00	\$1,586.07	\$1,073.43	\$5,000.00	\$34,873.78	\$44,197.99
TRANSLATIONS	3.82%	\$45,020.90	\$52,848.98	4.48%	\$3,734.38	\$797.27	\$69.85	\$677.21	\$4,312.72	\$1,154.97	\$2,727.54	\$3,893.84	\$2,835.29	\$1,500.00	\$74,349.80	\$94,772.21
LITERATURE	4.70%	\$55,428.86	\$65,064.15	5.51%	\$4,597.67	\$981.59	\$85.75	\$833.78	\$5,309.73	\$1,421.98	\$3,358.09	\$4,794.02	\$3,244.52	\$1,500.00	\$91,191.28	\$116,239.69
POLICY	0.82%	\$9,659.68	\$11,338.81	0.96%	\$801.24	\$171.06	\$14.94	\$145.30	\$925.33	\$247.81	\$585.22	\$835.48	\$585.43	\$1,500.00	\$17,130.81	\$21,836.05
PUBLIC INFORMATION	1.87%	\$19,702.40	\$23,127.30	1.96%	\$1,834.28	\$348.91	\$30.48	\$296.36	\$1,687.37	\$505.45	\$1,193.65	\$1,704.05	\$1,153.28	\$1,500.00	\$33,381.10	\$42,550.23
SPEC PROJ/TRADITIONS	2.99%	\$35,254.87	\$41,383.05	3.51%	\$2,924.28	\$624.32	\$54.54	\$530.30	\$3,377.17	\$904.43	\$2,135.86	\$3,048.16	\$2,063.63	\$0.00	\$57,046.74	\$72,718.35
SPEC PROJ/DAILY BOOK	2.41%	\$28,444.84	\$33,389.22	2.83%	\$2,359.40	\$503.72	\$44.00	\$427.87	\$2,724.82	\$729.72	\$1,723.28	\$2,480.17	\$1,865.00	\$0.00	\$48,027.21	\$58,889.97
SPEC PROJ/GUIDE TO SERVICE	1.18%	\$13,913.54	\$16,332.15	1.38%	\$1,154.09	\$248.39	\$21.52	\$209.29	\$1,332.83	\$356.94	\$842.83	\$1,203.38	\$814.43	\$0.00	\$22,513.98	\$28,698.09
SPEC PROJ/STEPS	4.43%	\$52,326.10	\$61,422.03	5.21%	\$4,340.30	\$928.84	\$80.95	\$787.09	\$5,012.51	\$1,342.38	\$3,170.11	\$4,525.88	\$3,082.80	\$0.00	\$84,870.58	\$107,827.91
WORLD SERVICE CONFERENCE	8.10%	\$95,819.45	\$112,241.14	9.51%	\$7,931.36	\$1,693.32	\$147.92	\$1,438.31	\$9,159.74	\$2,453.03	\$5,792.99	\$8,270.09	\$5,597.08	\$5,000.00	\$159,724.97	\$203,598.28
REACHING OUT MAGAZINE	0.73%	\$8,672.10	\$10,179.59	0.86%	\$719.33	\$153.57	\$13.42	\$130.45	\$830.73	\$222.48	\$525.39	\$750.05	\$507.82	\$0.00	\$14,032.81	\$17,887.09
MEETING BY MAIL	0.88%	\$10,344.58	\$12,142.80	1.03%	\$858.05	\$183.19	\$18.00	\$155.60	\$990.95	\$265.38	\$626.71	\$894.70	\$805.52	\$0.00	\$18,738.80	\$21,338.75
PI NEWS	0.42%	\$5,002.41	\$5,871.99	0.50%	\$414.94	\$68.59	\$7.74	\$75.25	\$479.20	\$128.33	\$303.08	\$432.88	\$292.82	\$0.00	\$8,094.58	\$10,317.98
PROFESSIONAL NEWSLETTER	0.23%	\$2,729.99	\$3,204.55	0.27%	\$226.44	\$48.35	\$4.22	\$41.06	\$261.52	\$70.04	\$185.39	\$238.12	\$159.80	\$0.00	\$4,417.49	\$5,630.88
WSC REPORT/DIGEST	1.57%	\$18,488.88	\$21,704.01	1.84%	\$1,533.88	\$327.44	\$28.60	\$278.13	\$1,771.21	\$474.34	\$1,120.19	\$1,599.18	\$1,082.30	\$0.00	\$29,919.08	\$38,137.28
TOTALS	48.82%	\$573,652.58	\$673,371.55	57.07%	\$47,582.86	\$10,158.78	\$867.41	\$8,628.91	\$54,952.28	\$14,718.55	\$34,754.04	\$49,814.98	\$33,578.70	\$34,500.00	\$882,748.08	\$1,227,193.35
ADMINISTRATIVE DIVISION																
ACCOUNTING	3.53%	\$41,875.38	\$48,919.88	4.15%	\$9,285.28	\$738.03	\$84.47	\$626.88	\$3,992.24	\$1,089.15	\$2,524.85	\$3,604.49	\$2,439.48	\$0.00	\$73,264.72	\$0.00
CONVENTIONS/OFFICES	0.80%	\$9,395.75	\$11,029.03	0.93%	\$2,083.37	\$188.39	\$14.53	\$141.33	\$800.05	\$241.04	\$568.23	\$812.63	\$549.98	\$4,000.00	\$20,517.59	\$26,153.37
PERSONNEL	3.72%	\$43,848.18	\$51,468.01	4.36%	\$9,788.83	\$778.47	\$87.83	\$659.54	\$4,200.18	\$1,124.83	\$2,656.37	\$3,792.24	\$2,596.53	\$0.00	\$77,080.92	\$0.00
BOARD OF DIRECTORS	2.59%	\$30,580.37	\$35,872.73	3.04%	\$8,808.85	\$541.19	\$47.28	\$459.89	\$2,927.49	\$784.00	\$1,851.48	\$2,843.15	\$1,788.85	\$43,448.02	\$97,170.71	\$0.00
LEGAL	1.28%	\$15,154.85	\$17,789.38	1.51%	\$3,378.52	\$268.38	\$23.44	\$227.98	\$1,451.75	\$388.79	\$918.14	\$1,310.75	\$887.09	\$1,000.00	\$27,842.19	\$0.00
WORLD CONVENTION CORP.	3.13%	\$36,968.12	\$43,392.00	3.68%	\$8,238.05	\$654.83	\$57.18	\$558.05	\$3,541.12	\$948.33	\$2,239.55	\$3,197.18	\$2,163.81	\$2,000.00	\$68,985.81	\$85,385.81
NEWSLINE	0.82%	\$9,858.97	\$11,338.00	0.96%	\$2,152.02	\$171.05	\$14.94	\$145.29	\$925.27	\$247.79	\$585.18	\$835.40	\$565.39	\$0.00	\$18,980.33	\$21,644.49
DATA MANAGEMENT	4.92%	\$58,028.54	\$68,115.74	5.77%	\$12,828.78	\$1,027.82	\$89.77	\$872.87	\$5,558.77	\$1,488.87	\$3,515.59	\$5,018.87	\$3,398.70	\$0.00	\$102,013.34	\$0.00
TOTALS	20.79%	\$245,286.24	\$287,924.75	24.40%	\$54,849.79	\$4,343.78	\$378.45	\$3,688.81	\$23,498.87	\$6,292.80	\$14,680.37	\$21,214.71	\$14,357.81	\$50,448.02	\$481,855.72	\$133,183.48
SHIPPING DEPARTMENT																
ORDER ENTRY	3.02%	\$35,597.04	\$41,784.83	3.54%	\$8,681.44	\$630.39	\$55.07	\$535.45	\$3,408.97	\$913.21	\$0.00	\$0.00	\$2,083.87	\$0.00	\$58,074.13	\$74,025.94
PRODUCTION	5.83%	\$69,945.58	\$82,104.31	6.86%	\$17,019.08	\$1,238.68	\$108.20	\$1,052.12	\$8,700.34	\$1,794.39	\$0.00	\$0.00	\$4,094.28	\$0.00	\$114,111.38	\$145,455.52
CANADIAN SERVICE OFFICE	0.78%	\$9,171.41	\$10,785.89	0.91%	\$2,231.58	\$162.42	\$14.19	\$137.98	\$878.58	\$235.28	\$0.00	\$0.00	\$538.85	\$2,000.00	\$18,982.53	\$21,821.80
SHIPPING/RECEIVING	8.07%	\$71,584.78	\$84,005.00	7.12%	\$17,413.08	\$1,267.34	\$110.71	\$1,078.48	\$8,855.45	\$1,835.93	\$0.00	\$0.00	\$4,189.04	\$0.00	\$118,753.03	\$148,822.77
TOTALS	15.79%	\$186,278.79	\$218,659.94	18.53%	\$45,325.19	\$3,298.80	\$288.16	\$2,802.01	\$17,844.33	\$4,778.82	\$0.00	\$0.00	\$10,903.81	\$2,000.00	\$305,901.08	\$389,826.03
ALLOCATED ADMINISTRATION	14.81%	\$174,738.62	(\$174,738.62)												\$0.00	\$0.00
OVERALL TOTALS	100.00%	\$1,179,958.23	\$1,005,217.81	100.00%	\$147,557.84	\$17,801.34	\$1,555.02	\$15,120.53	\$96,293.48	\$25,787.97	\$49,814.41	\$70,829.89	\$58,840.32	\$86,948.02	\$1,750,302.85	\$1,750,302.85

WSC Expenses 91-92



SOME EVENTS AND PROJECTS	1991/1992 EXPENSES		TOTAL	% TO TOTAL EXPENDITURES
	Paid 91/92	Paid 92/93		
INTERNATIONAL	5,105.49		\$5,105.49	2.40%
IT WORKS: STEPS	26,572.25		\$26,572.25	12.50%
IT WORKS: TRADITIONS	9,030.35		\$9,030.35	4.25%
GUIDE TO N.A. SERVICE/CONCEPTS	3,345.52		\$3,345.52	1.57%
N.A. SERVICE/METRO SERVICES	5,069.58		\$5,069.58	2.38%
TRUSTEE MEETINGS	34,990.78		\$34,990.78	16.46%
COMMITTEE MEETINGS	14,414.17		\$14,414.17	6.78%
BOT/WSO/WSC INTERACTION	2,718.19		\$2,718.19	1.28%
JAC MEETINGS	4,022.68		\$4,022.68	1.89%
WSC: TULSA	4,704.83		\$4,704.83	2.21%
U.S. TAX RESEARCH	5,000.00		\$5,000.00	2.35%
WORLD SERVICE CONFERENCE-1991-92	22,341.01		\$22,341.01	10.51%
FELLOWSHIP & AGENDA REPORTS	18,107.89		\$18,107.89	8.52%
LITERATURE STOCKPILE (H&I)	6,508.78		\$6,508.78	3.06%
REACHING OUT (H&I)	4,705.09		\$4,705.09	2.21%
PI/NON N.A. EVENTS, PI VIDEO & PI NEWS	9,148.40		\$9,148.40	4.30%
REGIONAL: WORKSHOPS/CONFERENCES	7,057.49		\$7,057.49	3.32%
ADMINISTRATIVE COSTS	29,720.98		\$29,720.98	13.98%
	=====	=====	=====	=====
OVERALL TOTALS	212,563.48	0.00	\$212,563.48	100.00%

SOME TYPES OF EXPENSES	1991/1992 EXPENSES		TOTAL	% TO TOTAL EXPENDITURES
	PAID 91/92	PAID 92/93		
TRAVEL	81,002.66		\$81,002.66	38.11%
LODGING	41,439.95		\$41,439.95	19.50%
MEALS	17,689.11		\$17,689.11	8.32%
COPYING, POSTAGE, PHONE AND MISC.	37,296.30		\$37,296.30	17.55%
MEETING SPACE, PUBLICATIONS, ETC.	35,135.46		\$35,135.46	16.53%
	=====	=====	=====	=====
OVERALL TOTALS	212,563.48	0.00	\$212,563.48	100.00%

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

Page 27

6-19
A

June 1, 1991-May 31, 1992

Project or Event	Mtgs	Type Expense	Cost	Notes
Working Groups	3	Transportation	\$4,674.00	4 Members
		Lodging	\$1,200.00	
		Meals	\$900.00	
		Subtotal	\$6,774.00	
		Administrative Expense	\$1,500.00	Copies, Postage, Telephone etc.
		Total Policy Committee	\$10,232.00	
TOTAL COST ESTIMATES 1991-92			\$527,775.00	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

A-18

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Other Costs of Projects		Professionals	\$1,560.00	Newsletter
			Video	\$1,200.00	
			Out Reach	\$500.00	
			P.I. News	\$3,204.00	Publication
	Administrative Expense			\$1,800.00	Copies, Postage, Telephone etc.
	Subtotal			\$8,264.00	

Total Public Information Committee \$35,383.00

**WSC H&I
Committee**

Regional Learning Days and Workshops	8	Transportation	\$6,232.00	2 Members
		Lodging	\$1,600.00	
		Meals	\$1,200.00	
		Subtotal	\$9,032.00	
Other Costs of Projects		Literature	\$12,000.00	Stockpile
		Reaching Out	\$11,760.00	Publication
Administrative Expense			\$5,000.00	Copies, Postage, Telephone etc.
Subtotal			\$28,760.00	

Total H&I Committee \$37,792.00

**WSC Policy
Committee**

Interaction with BOT and WSO Board of Directors	2	Transportation	\$1,558.00	2 Members
		Lodging	\$200.00	
		Meals	\$200.00	
		Subtotal	\$1,958.00	

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Full Literature	3	Transportation	\$1,169.00	1 Member
	Committee Meetings		Lodging	\$300.00	
	Attendance		Meals	\$225.00	
			Subtotal	\$1,694.00	
			Administrative Expense	\$9,600.00	Copies, Postage, Telephone etc.
			Subtotal Literature Steps ad hoc	\$55,740.00	
			Total Literature Committee	\$85,384.00	
WSC Public Information Committee	Regional Learning Days	6	Transportation	\$4,674.00	2 Members
	and Workshops		Lodging	\$1,200.00	
			Meals	\$900.00	
			Subtotal	\$6,774.00	
	Interaction with BOT and	2	Transportation	\$1,558.00	2 Members
	WSO Board of Directors		Lodging	\$200.00	
			Meals	\$200.00	
			Subtotal	\$1,958.00	
	Non N.A. Events	3	Transportation	\$2,337.00	2 Members
			Lodging	\$600.00	Manpower for some events is
			Meals	\$450.00	Provided by the local Fellowship
			Shipping and Registration Fees	\$15,000.00	
			Subtotal	\$18,387.00	

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
WSC Literature Committee	Full Committee Meetings	3	Transportation	\$16,359.00	14 Members
			Lodging	\$4,200.00	
			Meals	\$3,150.00	
			Subtotal	\$23,709.00	
	European Service Conference	1	Transportation	\$1,435.00	1 Member
			Lodging	\$450.00	
			Meals	\$350.00	
			Subtotal	\$2,235.00	
	Administrative Expense			\$2,500.00	Copies, Postage, Telephone etc. Daily Book
	Administrative Expense			\$1,200.00	
Subtotal Literature Committee			\$29,644.00		
WSC Literature Steps ad hoc	Steps Committee Meetings	7	Transportation	\$29,992.00	11 Members
			Lodging	\$7,700.00	
			Meals	\$5,775.00	
			Subtotal	\$43,467.00	
	Literature Workshop	2	Transportation	\$779.00	1 Member
			Lodging	\$100.00	
			Meals	\$100.00	
			Subtotal	\$979.00	

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Full Board Meeting	1	Transportation	\$1,558.00	H&I and P.I. Chairs
			Lodging	\$400.00	and Vice Chairs
			Meals	\$300.00	
			Subtotal	\$2,258.00	
	WSC "Quarterlies"	2	Transportation	\$779.00	1 Trustee Member
			Lodging	\$200.00	
			Meals	\$150.00	
			Subtotal	\$1,129.00	
	South East Asia and Pacific Rim/Includes Attendance IFNGO	2	Transportation	\$5,740.00	1 Trustee Member
			Lodging	\$1,200.00	
			Meals	\$700.00	
			Subtotal	\$7,640.00	
	Subtotal Board of Trustees External Committee			\$24,567.00	
Board of Trustees Traditions ad hoc	Traditions ad hoc Meetings	9	Transportation	\$21,033.00	9 Members
			Lodging	\$13,500.00	3 from Southern California
			Meals	\$6,750.00	
	Administrative Expense			\$7,000.00	Copies, Postage, Telephone etc.
			Subtotal	\$48,283.00	
	Subtotal Board of Trustees Traditions ad hoc			\$48,283.00	
	Total Board of Trustees			\$160,958.00	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Learning Day/Workshop	4	Transportation	\$1,558.00	1 Trustee Member
	Type Forums with the		Lodging	\$400.00	
	Fellowship		Meals	\$300.00	
			Subtotal	\$2,258.00	
	WSC "Quarterlies"	2	Transportation	\$779.00	1 Trustee Member
			Lodging	\$200.00	
			Meals	\$150.00	
			Subtotal	\$1,129.00	
	Subtotal Board of Trustees Internal Committee			\$17,285.00	
Board of Trustees External Committee	Full Board Meeting	3	Transportation	\$2,337.00	1-2 Members of Additional
	"Professional Conferences		Lodging	\$800.00	Needs Panel
	on Disabilities"		Meals	\$800.00	
	WSC 1992		Registration	\$800.00	
			Subtotal	\$4,737.00	
	Specialty Meetings	2	Transportation	\$5,453.00	Five Members with "areas" of
	Developing Public		Lodging	\$2,000.00	Expertise
	Relations		Meals	\$1,350.00	H&I and P.I. Chairs
			Subtotal	\$8,803.00	3 Trustees

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

A-13

Page 21

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Mtgs. outside of U.S.:	3	Transportation	\$4,305.00	This may include expense to
	Interaction with developing		Lodging	\$1,620.00	allow non US members to come to
	Fellowships		Meals	\$900.00	the US and/or other means of
			Subtotal	\$6,825.00	developing or obtaining interaction
	Interaction with WSC, WSO	8	Transportation	\$3,681.00	1-2 Members
	and WSO Board of Directors		Lodging	\$1,300.00	
	Includes WSC "Quarterlies"		Meals	\$925.00	
	as observers.		Subtotal	\$5,906.00	
	Administrative Expense			\$8,000.00	Copies, Postage, Telephone etc.
	Subtotal Board of Trustees General			\$70,823.00	
Board of Trustees Internal Committee	Full Board Meetings	4	Transportation	\$4,674.00	3 Non Trustee Members
	Non Trustee Members		Lodging	\$1,200.00	Two Meetings in Van Nuys, CA
	of Internal Committee		Meals	\$900.00	and two Meetings in other Areas
			Subtotal	\$6,774.00	of the U.S.
	Internal Committee	2	Transportation	\$4,674.00	4 Trustee Members
	Meetings		Lodging	\$1,400.00	3 Non Trustee Members
			Meals	\$1,050.00	
			Subtotal	\$7,124.00	

Fellowship Report, March, 1991

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
to Service ad hoc	Full Committee	6	Transportation	\$19,380.00	10 Members
	Meetings not including		Lodging	\$9,000.00	
	WSC 1992		Meals	\$6,000.00	
			Subtotal	\$34,380.00	
			Administrative Expense	\$3,000.00	Copies, Postage, Telephone etc.
Total Concepts and Guide to N.A. Service				\$37,380.00	
Total Conference Administration				\$198,026.00	
Board of Trustees General	Full Board Meetings	4	Transportation	\$23,144.00	15 Members
	Not including WSC 1992		Lodging	\$8,100.00	Two Meetings in Van Nuys, CA
			Meals	\$4,500.00	and two Meetings in other Areas
			Subtotal	\$35,744.00	of the U.S.
	Representation During	8	Transportation	\$6,909.00	1 Member
	U.S. and International		Lodging	\$1,950.00	Includes World Convention, three
	Events (7 to be selected)		Meals	\$1,100.00	others within U.S. and four
			Subtotal	\$9,959.00	outside of the continental U.S.
	Service Events	4	Transportation	\$2,439.00	1 Member
	U.S. and International		Lodging	\$1,200.00	European Service Conference
	Including CSC, ESC and		Meals	\$750.00	Canadian Service Conference
	CAR Workshops		Subtotal	\$4,389.00	2 CAR Workshops

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

June 1, 1991-May 31, 1992

Project or Event		Mtgs	Type Expense	Cost	Notes
			Administrative Expense	\$7,500.00	Copies, Postage, Telephone etc.
			Fellowship and Conference Agenda Reports	\$9,500.00	
			Discretionary	\$2,000.00	
			Subtotal Administrative Committee	\$38,220.00	
WSC "Quarterlies"	Mid Year Conference	2	Transportation	\$10,906.00	14 Members
	Committee Meetings		Lodging	\$4,200.00	Administrative Committee and
	"Quarterlies"		Meals	\$2,800.00	Standing Conference Committee
			Meeting Space	\$4,600.00	and ad hoc Committee
			Administrative Expense	\$2,100.00	Chairs and Vice Chairs
			Subtotal	\$24,606.00	
WSC 1992	Conference	1	Transportation	\$13,192.00	30 Members
			Lodging	\$18,000.00	Administrative Committee and
			Meals	\$10,500.00	Standing Conference Committee
			Meeting Space	\$7,500.00	and ad hoc Committee Chairs
			Administrative Expense	\$4,500.00	and Vice Chairs, Board of
			Parliamentarian	\$1,200.00	Trustees
			Translation Services	\$15,000.00	Meeting outside of Van Nuys, CA
			Subtotal	\$69,892.00	
Joint Administrative Committee	Committee Meetings	3	Transportation	\$15,928.00	16 Members
	June, Sep/Oct, CAR January		Lodging	\$7,200.00	Administrative Committee and
	Others may be held during		Meals	\$4,800.00	Standing Conference Committee,
	Quarterlies, and WSC 1992		Subtotal	\$27,928.00	BOT and BOD Chairs and Vice Chairs
	Subtotal "Other" Conference Administration			\$122,426.00	

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
Administrative Committee					
	Committee Meeting	1	Transportation	\$1,117.00	4 Members
			Lodging	\$600.00	
			Meals	\$300.00	
			Subtotal	\$2,017.00	
	Other WSC/BOT Committee Meetings (ad hocs etal.)	7	Transportation	\$2,153.00	1 Member
			Lodging	\$1,050.00	
			Meals	\$525.00	
			Subtotal	\$3,728.00	
	Mtgs. outside of U.S.: ESC, CSC, WCNA or Other	4	Transportation	\$4,736.00	This may include expense to allow non US members to come to the US and/or other means of developing or obtaining interaction
			Lodging	\$1,800.00	
			Meals	\$1,400.00	
			Subtotal	\$7,936.00	
	Interaction with BOT and WSO Board of Directors	8	Transportation	\$2,460.00	1 Member Some may occur during other events
			Lodging	\$1,200.00	
			Meals	\$600.00	
			Subtotal	\$4,260.00	
	Multi-Regional Workshops CAR	2	Transportation	\$779.00	1 Member
			Lodging	\$300.00	
			Meals	\$200.00	
			Subtotal	\$1,279.00	

"Several other assumptions are made for the purpose of this analysis. These are made for analytical purposes only and are not meant to be restrictive and/or prohibitive. Committee membership is considered at the *current maximum voting capacity*. This membership would be a representative cross-section of NA geographically, *but would not include any membership outside of the continental United States or southern Canada*. The meetings would occur within the continental United States or southern Canada. The number of meetings during a conference year would be at least (but would not exceed) two and would be at least (but not be more than) two days duration.

"Given the above considerations and assumptions the additional financial impact of this motion would be \$58,800 per conference year." Because the funding is unavailable at this time, and the intent of the maker of the motion was to generate discussion, the Interim Committee is recommending that no action be taken on this motion.

This next portion of the report from the Interim Committee lists some of the financial decisions made throughout the conference year. Most details of requests, discussions, and decisions are not reported here, but specific information can be made available upon request.

Most of the decisions were made on a quarterly basis. The lists from WSC '91 (attached) of discretionary expenditure priorities and of negative priorities for fixed expenditures to be cut, were used for guidance by the committee throughout the year, as well as the fixed budget items. Consideration was given to the cash on hand and what was considered to be a reasonable projection of donations for each coming quarter. Prior WSC actions were also very helpful to us. All of these factors provided necessary guidance and latitude in our decision-making process.

For each meeting or phone call, funding requests for fixed expenditures were considered first. Everything on the fixed expenditures list was approved at WSC '91. There were several other instances when some expenses associated with fixed budget items were not requested by the board or committee and therefore not considered. WSO consultation trips were high on everyone's list of items to be cut, and none were requested or approved.

The following list concentrates on non-fixed items and is meant to communicate a general sense of what the Interim Committee dealt with in terms of funding requests.

First quarter (June, July, August):

- * Approved \$30 for copies of WSC '91 tapes to WSC committee chairs.
- * Approved \$500 for a WSB member to attend European Study Group meeting.
- * Denied \$2000 for translation of thirty-three daily book drafts.
- * Approved \$850 for June Interim Committee meeting.
- * Approved \$300 for communications equipment installation and repair.
- * Approved \$1500 for donation to European Study Group.
- * Approved \$721 for additional needs panel member to attend workshop in Canada.
- * Approved \$150 H&I travel to Carolina regional learning day in August.

- * Approved \$250 for PI attendance at phoneline workshop.
- * Approved \$200 for Policy working group meeting.
- * Approved \$130 to include International Development Forum report in *Conference Digest* mailing.
- * Denied \$1700 for agency translation of IDF report summary into four languages and mailing costs.
- * Approved maximum of \$400 for local NA members to translate IDF report summary into four languages.
- * Approved \$1800, later revised to \$3000, for participation in Montreal non-NA event.
- * Approved \$500 for additional needs member to attend October WSB meeting.
- * Approved \$1200 for publication of *A Newsletter for Professionals*. This replaced funding for two issues of the *PI News*.
- * Approved \$3700 for Translation Committee meeting.
- * Approved \$3700 for participation at non-NA event in Manila and two stop-overs along the way for fellowship assistance.
- * Approved \$600 for Admin. participation in October joint board meeting.
- * Approved \$78 for WSC Treasurer's visit to WSO.
- * Approved \$2000 for trustee attendance at Colombian National Convention.
- * Approved \$275 for world services participation in the Greater New York region's learning day.
- * Approved \$200 for WSC PI participation in Western States Learning Day.
- * Approved \$200 for Fellowship Services Evaluation Team expenses.
- * Approved \$15,000 to be held in reserve for MDF planning.

Second quarter (September, October, November):

- * Approved \$150 for *Conference Digest* to be sent to ASRs.
- * Approved funds for the three conference calls (literature trust document, world services communications, policy).
- * Approved \$40,000 to be held in reserve for projected expenses of WSC '92.
- * Approved \$1300 January metro services workshop in New York by Ad Hoc NA Service.
- * Approved \$1260 February metro services workshop in San Francisco by Ad Hoc NA Service.
- * Approved \$2800 February Ad Hoc NAS meeting for metro services.
- * Approved \$475 for H&I member travel to Alabama/NW Florida regional event.
- * Approved \$1500 for an extra issue of *PI News* to contain *A Guide to Phoneline Service* revisions.
- * Approved \$630 for travel and meals to Western States RSR caucus.
- * Denied funding for travel for two proposed new literature members to WSCLC meeting.
- * Approved funds for lodging and meals for two new WSCLC members, with travel being paid by their respective members.

- * Approved \$1200 for WSB vice chair attendance at January JAC and WSO Board meetings.
- * Approved conference call for PI video group.
- * Approved an increase of \$5,000 to the total amount held in reserve for funding 1992 MDF travel, bringing the total to \$20,000.
- * Approved \$1600 for attendance of World Service Translation Committee chair to WSC '92.
- * Approved funds for December meeting of three chairs concerning WSO managerial focus and empowerment of WSO Executive Director.
- * Approved \$300 for H&I travel to New England learning day.
- * Approved funds for meals and lodging for two people to British Columbia H&I Learning Day. The region agreed to pay travel costs.
- * Approved \$1000 for including November *Conference Digest* in the *Newsline* mailing.
- * Approved \$400 for advance daily book mailing.
- * Approved the cost for a passport for the representative from India if requested.

Third quarter (December, January, February):

- * Denied funds for one extra night for WSC committee chairs at January JAC meeting.
- * Approved \$250-\$500 for WSB Tax Options Committee conference call.
- * Approved funds for WSB Internal Affairs Committee conference call.
- * Approved funds for WSB conference call to discuss *CAR* items.
- * Approved funds for WSC Admin conference call.
- * Denied funding for travel expenses in response to a request for assistance to the German-Speaking Region. Travel expenses for the WSO board chairperson and a WSB member were tentatively approved, pending more specific information. Later it was suggested to bring someone from Germany to the next World Service Translation Committee meeting (if approved), and the travel funding was denied.
- * Approved funds for purchasing the FAX machine from WCC to be used by the WSB vice chair in Australia.
- * Approved \$1000 for travel, lodging, and meals for two participants at Florida Region *CAR* workshop.
- * Approved \$800 for travel, lodging, and meals for two participants at San Diego/Imperial Region's *CAR* Learning Day.
- * Approved \$900 for travel, lodging, and meals to New York *CAR* workshop. The region will pay one-third of this cost.
- * Approved \$500 for attendance at multiregional workshop on the Twelve Concepts in Seattle.
- * Approved funding for four people to attend Mid-Atlantic Regional Conference.
- * Approved \$100 for travel for WSB vice chair from LA to San Francisco for the week between the JAC and the WSO board meeting because it was much cheaper than lodging and meals in Van Nuys.
- * Denied funds for the H&I chair and the PI chair to attend February WSB meeting.

- * Approved acceptance of \$1,000 donation from a deceased member by the WSO.
- * Denied funds for PI video interview meeting pending resolution of several confusing circumstances.
- * Denied funding for travel to Australian Regional H&I Learning Day pending receipt of more specific information.
- * Approved \$600-\$900 for travel, lodging, and meals for two people to attend Northern New England and New England Region's *GTS* Learning Day.
- * Approved funding for ten nights lodging at WSC for those participating in the Friday WSB meeting. Nine nights were approved for other funded participants.
- * Approved \$150 for mailing of steps material to conference participants.
- * Approved \$1000 for World Service Translation Committee conference call.
- * Approved \$5000 for the Tax Options Committee to commission attorney to work with IRS.
- * Approved funding for travel, lodging, and meals to Greater Illinois *CAR* workshop for two people.
- * Approved \$530 for travel, lodging, and meals for Mountain Area NA (Volunteer Region) Additional Needs Learning Day.
- * Denied funding for a conference call between the WSB Internal Affairs Committee chairperson and the chairs of H&I and PI before the February WSB meeting in Montreal because of lack of information.
- * Approved \$975-\$1100 for translation of the January *Conference Digest* into Spanish was approved.
- * Denied \$1200-\$1500 for the translation of the January *Conference Digest* into Portuguese. Later \$500 was approved for translation by local members.
- * Approved the request for one additional night's lodging for the WSB vice chairperson at the WSC annual meeting.
- * Approved the request for an extra night's lodging for the international travellers who are invited to the MDF.
- * Approved \$200 for two WSO senior staff members to travel from the ESO to Paris for participation in a PI workshop.
- * Approved \$260 for attendance of a member of the Steps Ad Hoc Committee at the March WSCLC meeting.
- * Approved a request from the Louisiana Regional Convention Corporation Ad Hoc Committee for assistance. The region will pay expenses for one person. One WCC member and one WSO staff person to attend the meeting.
- * Approved funds for WSB steering committee conference call.
- * Approved funding for WSB full board conference call the first week of March to discuss the trustee nominations that will be held at the conference.
- * Approved \$450 to send an ESO employee to the ECC planning meeting held March 7-8.

Fourth quarter (March, April, and May):

- * Approved a request for the WSC Steps Ad hoc Committee chairperson to attend two days of the WSC.
- * Approved \$745 for WSC H&I participation (for two people) at the Best Little Region Multiregional H&I Learning Day.
- * Approved \$1238 as the expense for the parliamentarian at WSC '92.
- * Approved to reimburse \$490 to a WSB Additional Needs panel member for his attendance at the Mountain Area Narcotics Anonymous Additional Needs Awareness Weekend.
- * Approved funds for WSB conference call to be held on Thursday, March 12.
- * Denied \$1350 for a weekend meeting about the WSO business plan pending more information to come after the March WSO board meeting.
- * Denied request to fund attendance of WSCLC members at WSC '92.
- * Approved \$270 for the WSC treasurer to come to the WSO in mid-April for the purpose of producing several WSC reports and to examine WSC expense records.

Please note that this is a record of our decisions at the time they were made which was in advance of the actual expenditure of funds. Actual costs of approved items are reflected in the reports from the WSC Treasurer. As a courtesy and in the interest of communication and unity, the WSO board chairperson discussed and reviewed WSO expenses related to fellowship services with the Interim Committee though this was not wholly within our scope.