



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578399**  
**Modesto, CA 95357**

[www.svgna.com](http://www.svgna.com)



**ATTACHMENT B; MEMORANDUM OF FINANCIAL RESPONSIBILITY**  
**ADOPTED JUNE 2005**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, a trusted servant of the fellowship of the SVGNA ASC agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA. I agree to avoid mixing Fellowship money with my own money or the money of anyone else. I agree to use Fellowship money or other assets only as directed by the Fellowship of NA. I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement. I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property. I have agreed to follow and adhere to the SVGNA ASC Anti-Theft Policy.

Signed,

\_\_\_\_\_ (trusted servant)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

First Witness:

\_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Second witness:

\_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Note; witnesses may only be: SVGNA ASC Chair, Vice-Chair, and or the Treasurer.**

This document was created to implement the SVGNA ASC Anti-Theft Policy and should be signed by all SVGNA ASC trusted servants (as defined in SVGNA ASC guidelines) as well as all Subcommittee treasurers and any members handling NA funds on behalf of the Stanislaus Valley Groups Area Service Committee. Members who are standing for election to any position that would place them in a position to handle SVGNA ASC funds should be asked if they are willing to sign this document as a condition of their service. The Stanislaus Valley Groups Area Service Committee has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.