



Narcotics Anonymous
european delegates meeting

EDM TREASURY REPORT

September 2021
(Online)



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Outline

Financial Report

ECCNA PayPal Business Account

New Funding Process



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INCOME 2021 JANUARY - SEPTEMBER

Contributions
€ 34,637.45

ECCNA 36
Seed Money Shortfall
€ 2,624.00

2021
EDM Income
currently is
€ 32,013.45

2020 Total Income January - December was € 41,603.03



INCOME CONTRIBUTIONS 2021

26/01/2021	# 01 Contribution from Spain Region	2,000.00 €	2,000.00 €
26/01/2021	# 02 Contribution from Adriatic Region	560.00 €	2,560.00 €
02/02/2021	# 03 Contribution from Greek Region	400.00 €	2,960.00 €
12/02/2021	# 04 Contribution from Russian Tranzit Region	500.00 €	3,460.00 €
12/02/2021	# 05 Contribution from Polish Region	500.00 €	3,960.00 €
19/02/2021	# 06 Contribution from Norway Region	1,250.00 €	5,210.00 €
23/02/2021	# 07 Contribution from Swiss Region	3,000.00 €	8,210.00 €
02/03/2021	# 08 Contribution from Italy Region	2,500.00 €	10,710.00 €
24/03/2021	# 09 Contribution from Israeli Region	2,000.00 €	12,710.00 €
06/04/2021	# 10 Contribution from Holland: "NA Holland Q1"	500.00 €	13,210.00 €
07/04/2021	# 11 Contribution from Italian Region	2,000.00 €	15,210.00 €
08/04/2021	# 12 Contribution from Norway: NA Outdoor Ski & Recovery 2021	395.66 €	15,605.66 €
28/04/2021	# 13 Contribution from Danish Region	8,051.01 €	23,656.67 €
10/05/2021	# 19 Contribution ESL Member Contribution	10.00 €	23,666.67 €
11/05/2021	# 20 Contribution ESL Member Contribution	20.00 €	23,686.67 €
26/05/2021	# 22 Contribution from Denmark: 'Friheden' Ryesgade 107 Copenhagen	120.00 €	23,806.67 €
01/06/2021	# 23 Contribution from Holland: "NA Holland Q2"	500.00 €	24,306.67 €
01/06/2021	# 24 Contribution from Denmark: 'Keep it Simple', Randers	100.00 €	24,406.67 €
29/06/2021	# 25 Contribution from French Region	4,000.00 €	28,406.67 €
19/07/2021	# 26 Contribution from Switzerland Region	3,000.00 €	31,406.67 €
20/07/2021	# 27 Contribution from Lx005 Passo a Passo, Lisbon, Portugal	50.00 €	31,456.67 €
05/08/2021	# 29 Contribution from Kyiv, Ukraine	500.00 €	31,956.67 €
01/09/2021	# 30 Contribution from Holland: "NA Holland Q3"	500.00 €	32,456.67 €
16/09/2021	# 36 Contribution from Portugal Region	1,160.78 €	33,617.45 €
15/09/2021	# 35 Contribution from Norway Region	1,020.00 €	34,637.45 €



INCOME SINCE 2009

ECCNA Surplus (Benefit)

is split into:

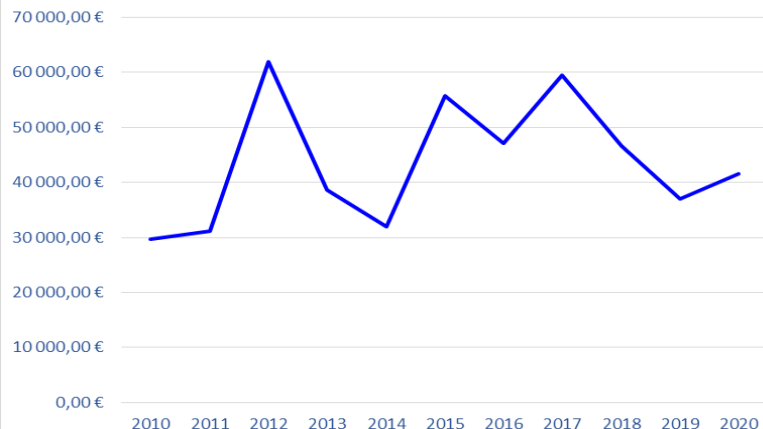
60% is contributed to EDM

20% is contributed to NAWS

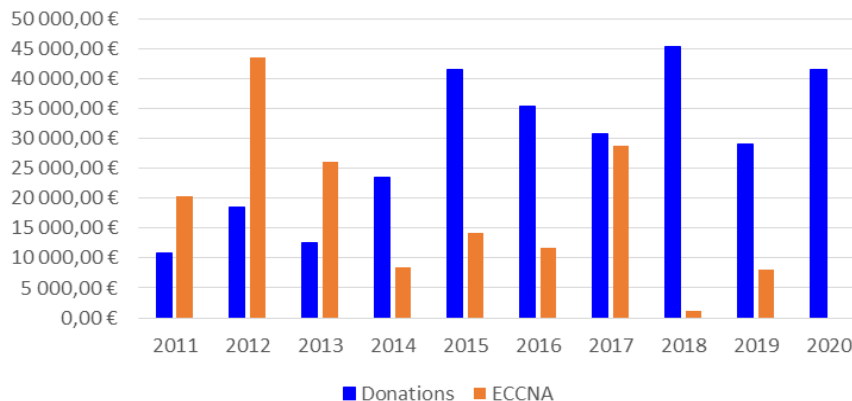
20% is contributed to Host Region

YEAR	Contributions	ECCNA (60% of Surplus)	
2009	31,864.12 €		
2010	23,207.77 €	26 Dead Sea	6,520.00 €
2011	10,803.98 €	27 Malmo	20,300.00 €
2012	18,438.50 €	28 Moscow	43,500.00 €
2013	12,659.52 €	29 Marbella	26,000.00 €
2014	23,558.11 €	30 Athens	8,441.00 €
2015	41,441.19 €	31 Birmingham	14,289.55 €
2016	35,314.18 €	32 Paris	11,804.00 €
2017	30,824.90 €	33 Portimão	28,697.09 €
2018	45,436.52 €	34 Krakow	1,120.57 €
2019	28,975.18 €	35 Zurich	7,992.20 €
2020	41,549.70 €	No ECCNA (covid)	
2021	33,476.67 €	36 Kyiv	- 2,624.00 €

TOTAL INCOME



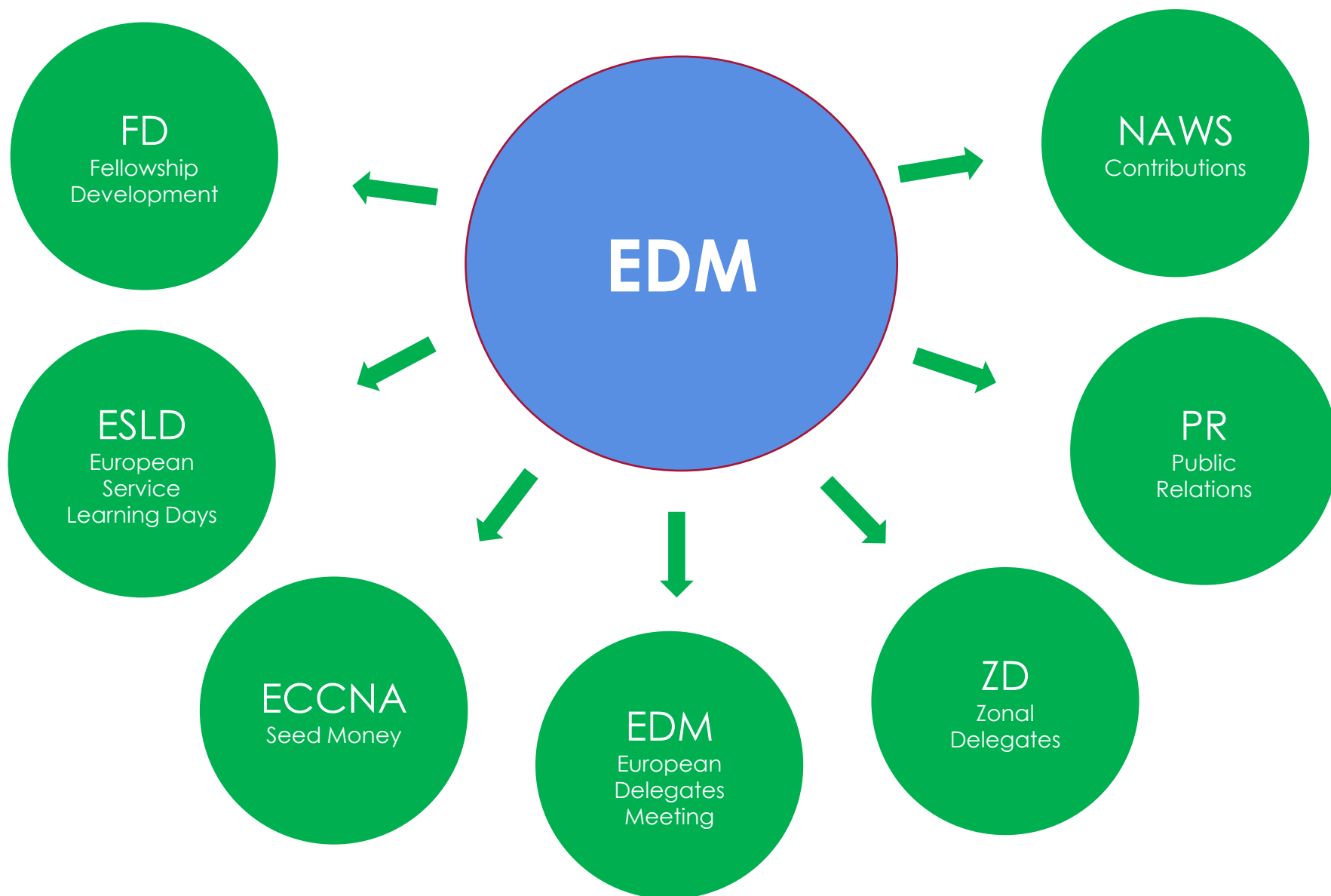
INCOME





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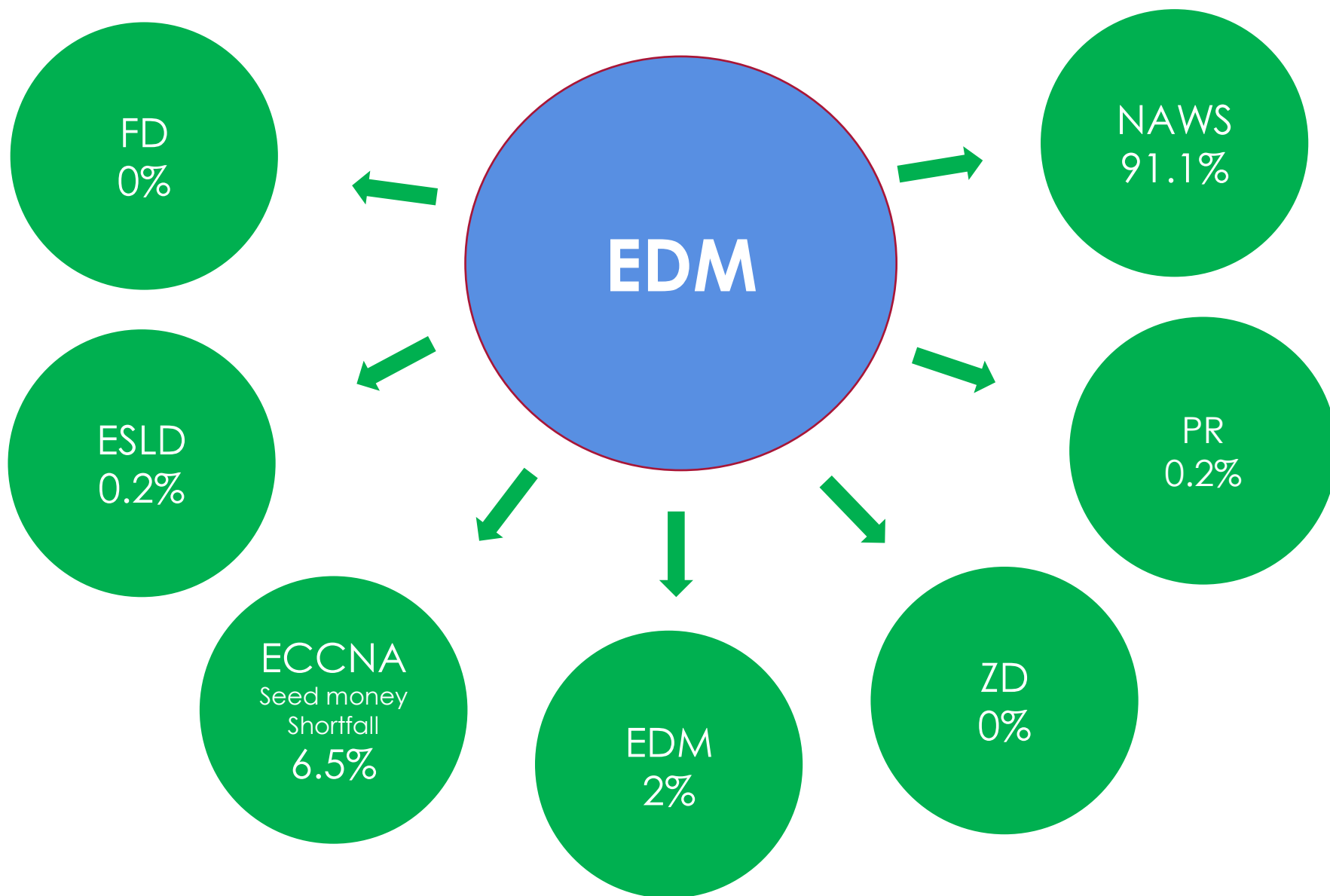
EXPENSES HOW WE SPEND FUNDS?





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EXPENSES % JAN – SEPT 2021

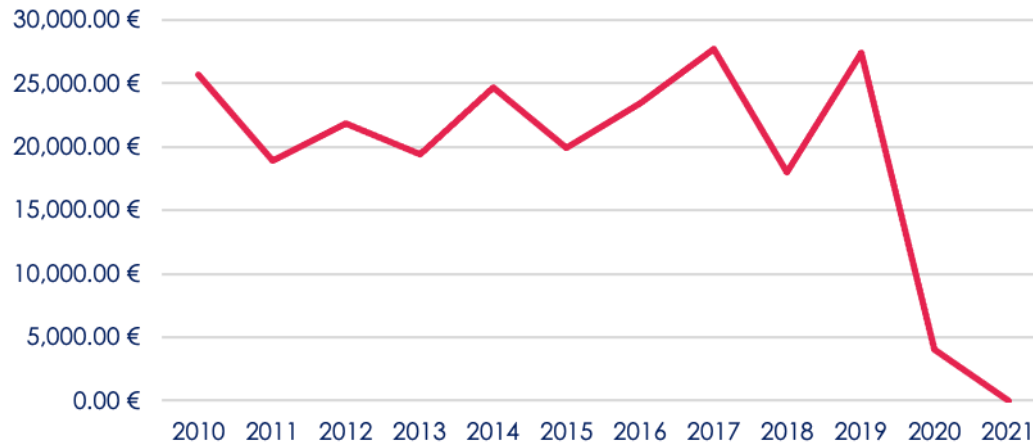




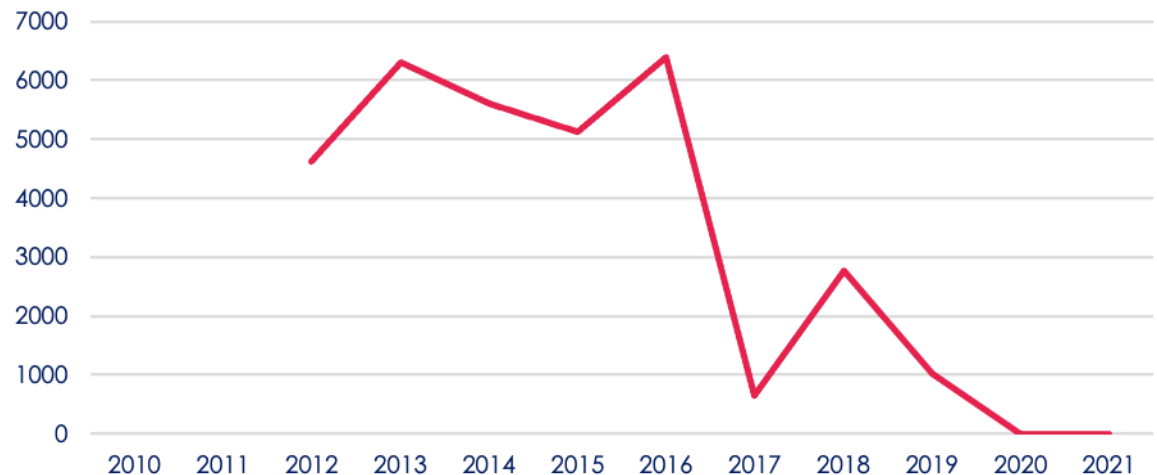
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EXPENSES SINCE 2010

EDM Expenses

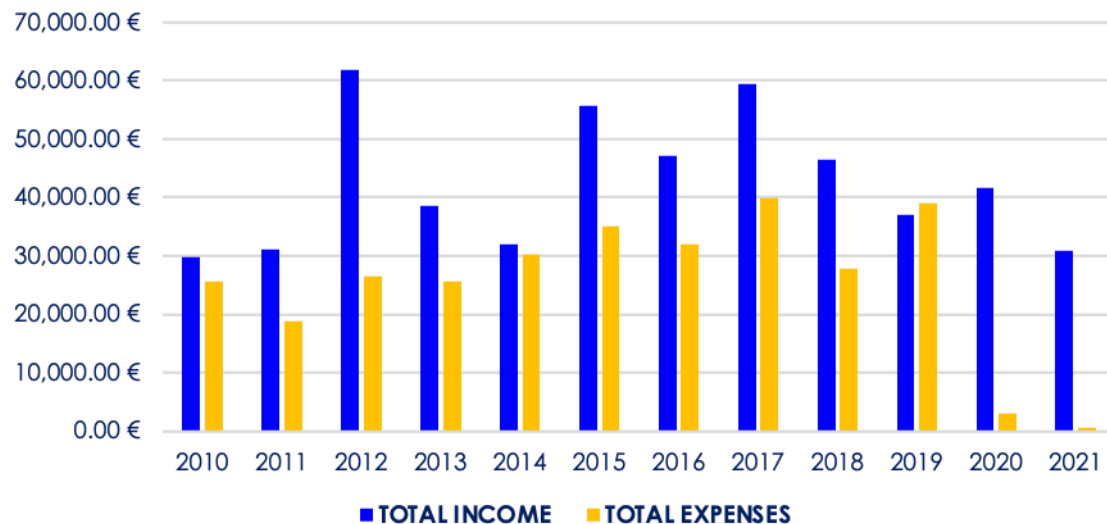
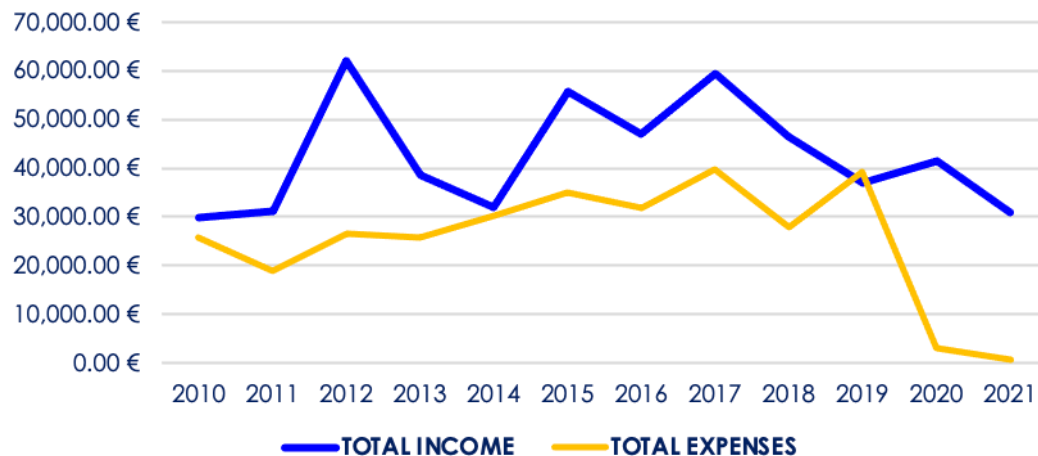


FD Expenses





INCOME VS TOTAL EXPENSES OVER YEARS





BALANCES 25/09/2021

EDM BANK (ING Brussels)	
Savings Account	89,792.71 €
Current Account	5,979.02 €
ECCNA Paypal Account	58.02 €
ECCNA Seed Money - Cairo	12,000.00 €
Net Total: Savings + Current + PayPal + ECCNA seed money	107,829.75 €
Net Total without Seed Money	95,829.75 €

Summary of Balances in Accounts	Totals
Total amount in all EDM bank accounts	95,829.75 €
Total Budget i.e. Ring Fenced Money	62,500.00 €
Funds spent from Budget	3,373.91 €
Funds remaining in Budget	59,126.09 €
Funds accessible inc. remaining Budget	92,455.84 €
Funds accessible exc. Total Budget	33,329.75 €

2021 BUDGET together with balances on 23/09/2021				
Description	2021	Budget %	Advance / Spent	Balance
Bank charges on all accounts	1,000.00 €	1.6%	396.66 €	603.34 €
Expenses Summer EDM 2021	3,000.00 €	4.8%		3,000.00 €
SC & FD & PR & MC & ZD travel expenses	16,000.00 €	25.6%		16,000.00 €
Fellowship Development	5,000.00 €	8.0%		5,000.00 €
Funding to attend EDM	15,000.00 €	24.0%		15,000.00 €
European Service Learning Days 2021	10,000.00 €	16.0%	101.04 €	9,898.96 €
Public Relations Activities	3,000.00 €	4.8%	101.04 €	2,898.96 €
WSC EDM ZD Alternate 20??	1,500.00 €	2.4%		1,500.00 €
ECCNA Seed Money Kyiv	7,000.00 €	11.2%	2,624.00 €	4,376.00 €
Others: Website	1,000.00 €	1.6%	151.17 €	848.83 €
Total	62,500.00 €	100.0%	3,373.91 €	59,126.09 €



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EDM CONTRIBUTIONS TO NAWS

01/04/2011	#18 Contribution NAWS (less EECNA profit)	6,000.00 €	6,000.00 €
12/03/2013	#15 Contribution to NAWS	20,000.00 €	26,000.00 €
25/02/2014	#11 Contribution to NAWS	10,000.00 €	36,000.00 €
23/03/2015	#31 Contribution to NAWS	15,000.00 €	51,000.00 €
19/02/2016	# 9 Contribution to NAWS	15,000.00 €	66,000.00 €
02/03/2017	#18 Contribution to NAWS	7,000.00 €	73,000.00 €
20/02/2018	# 05 Contribution to NAWS	10,000.00 €	83,000.00 €
26/02/2019	# 16 Contribution to NAWS	10,000.00 €	93,000.00 €
27/02/2020	# 24 Contribution to NAWS	5,000.00 €	98,000.00 €
15/09/2020	# 33 Contribution to NAWS	10,000.00 €	108,000.00 €
08/03/2021	# 11 Contribution to NAWS	12,000.00 €	120,000.00 €

EDM Treasurer's Proposal for NAWS Contribution, Summer EDM 2021:

Min. € 20,000.00 – Max. € 25,000.00

Based on expenses yet to come out after this EDM plus additional travel expenses for 2022



Funded Regions

February 2022 - Rome

FULL FUNDING

- Iceland for AD
- Moldova for RD
- Turkey RD
- ???
- ???

PARTIAL FUNDING

- Czech-Slovak RD
- ???
- ???



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ECCNA PayPal Business Account

PayPal address: eccna@edmna.org

How ECCNA PayPal Business Account is used:

- The PayPal Business Account on the ECCNA site is **FOR INCOME ONLY**. It is used solely for purchasing tickets, merchandise and making contributions to ECCNA.
- At intervals, EDM Treasury will transfer money from the PayPal Business Account into the designated PayPal bank account. EDM Treasury then sends all funds transferred to the designated bank account directly to the ECCNA local host bank account.

This transfer is essential to prevent EDM being obliged to pay VAT in Belgium on any of the funds taken out of the PayPal Business Account.



ECCNA PayPal Business Account

What ECCNA PayPal Business Account cannot do:

- **Refunds and Cancellations:** Refunds cannot be processed through the PayPal Business Account. If a registration, merchandise or contribution is cancelled, ECCNA will send the refund through the ECCNA local host bank account.
- **ECCNA Seed Money:** Seed money cannot be transferred through the PayPal Business Account. EDM Treasury will continue to send seed money from the EDM current account. ECCNA will later return this seed money to the EDM savings account.
- **ECCNA Surplus (profit):** Surplus (profit) cannot be sent through the PayPal Business Account. When ECCNA has deducted all expenses, if there is a surplus (profit), this money will be sent as a contribution to the EDM savings account.



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New Accounting Proposals for 2021

New Funding Request and Travel Receipt forms

Main points:

Funded members **MUST** read and understand the information provided in both the Funding Request and Travel Receipts forms.

A copy of Government issued picture ID along with current address needs to be emailed to EDM Treasurer when submitting Fund Requests.

All receipts will be emailed to the EDM treasurer within 1 month after each event
NOTE: Receipts will no longer be given directly to the treasurer during EDM events.

EDM treasurer will reconcile all receipts received against the Funding Request forms.

Any unreconciled funds will be converted into a salary statement which may be taxable in your home country. This step is essential in order for EDM to avoid hefty tax penalties in Belgium for unreconciled funds.

Thanks everyone for your understanding and co-operation on this.



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Funding Request Form



FUNDING REQUEST

EDMNA Aisbl
Rue de l'Eté, 48
B-1050 Brussels
Belgium
Europe
Tel : +32 2 646 6012

PLEASE READ CAREFULLY AND COMPLETE ALL SECTIONS

Dear Friends,

EDM is registered as a Non-Profit Association in Belgium. Being registered as a legal entity provides many advantages to the EDM, it also comes with duties and responsibilities e.g. EDM has a legal obligation to provide receipts for all expenses paid out and to provide the identities of the recipients of these expenses. A copy of Government issued ID together with the official address of recipients needs to be available for tax purposes. All data is stored within GDPR guidelines with EDM Treasury.

Please fill in the **Receipts form** during your trip and email it along with your receipts to the EDM treasurer at treasurer@edmna.org within 2 weeks of your return. Your paperwork is needed because EDMNA balance our accounts at the end of each month. Full instructions on how to submit your receipts are given in detail on the Receipts form.

If we have not heard from you within one month following your return, we will email you a reminder, shortly thereafter, any unreconciled expenses will be considered as a salary. A salary statement will be issued and sent to your address. You may be taxed in your country for the amount on this statement. This is the only way our legal entity can document unreconciled expenses without being harshly fined by the Belgian Tax Authority.

Please complete the table below for treasury to transfer your funding request once it has been approved by the Steering Committee. Sign and date this document and email it to the EDM treasurer along with a copy of your Government issued ID or Passport. If your address is not displayed on your ID or Passport, please send an electricity or telephone bill issued within the past 90 days showing your name and address as the addressee (all account information can be covered).

Thank you in advance for your understanding and cooperation.
EDM Treasury

MEMBER'S DETAILS:

Region

Full Name
Email
Telephone
Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

BANK DETAILS:

Bank Name
Address

Account Holder Full Name

Swift / BIC

IBAN

EVENT: EDM, ESL, etc

Location

Date(s)

TRAVEL dates:

Arrival

Departure

COSTS:

Travel

Flights

Ground Travel

Detail (plane/train/car/bus)

Cost (€)

Lodging

Rate per Night

N° Nights

Total

€

-

Per diem

P.D. Amount

N° Days

Total

€

-

Detail (additional costs, visa, passport, etc)

Other

Detail

Total Cost

€

-

ANY ADDITIONAL INFORMATION

By signing below, I confirm that I have read and acknowledge the contents of this Funding Request Form. In addition, I confirm the information I have provided is true.

Signature

Date

ID / Passport attached





TRAVEL RECEIPTS

EDMNA Aisbl
Rue de l'Eté, 48
B-1050 Brussels
Belgium
Europe
Tel : +32 2 646 6012

PLEASE READ CAREFULLY AND COMPLETE ALL SECTIONS

Dear Friends,

EDM is registered as a Non-Profit Association in Belgium. Being registered as a legal entity provides many advantages to the EDM, it also comes with duties and responsibilities. EDM has a legal obligation to provide receipts for all expenses. All data including original receipts must be stored for 5 years for tax regulatory purposes.

Expenses must be reconciled as follows:

- | | |
|------------------------|--|
| - Flight | Copy of ticket invoice(s) plus all boarding cards (e-version or scanned) |
| - Ground Transport | Bus, train ticket(s), Taxi receipt(s), Fuel and toll receipts if driving |
| - Accommodation | Bill from hotel |
| - Per Diem €40 per day | This includes small expenses: food, drink and tips. No receipts are needed for Per Diem expenses |
| - Other | Receipts for additional costs, visa, passport, etc |

Funded Member's responsibilities:

- Collect all receipts and boarding cards during your trip
- Fill in this Receipts form during your trip
- Write the Euro equivalent for receipts from countries who use different currencies e.g.
 - Taxi in Zurich cost CHF 10.00
 - 1 CHF = € 0.90 on 04/04/2021
 - Therefore CHF 10.00 equivalent in Euro is € 9.04
- Email copy of all receipts to EDM treasury within 2 weeks of your return
- Keep original receipts for 5 years for tax regulatory purposes

HOW TO SUBMIT YOUR RECEIPTS TO EDM TREASURY:

During your trip:

- Collect receipts for all of your expenses except Per Diem
- Please fill in this Receipts form during your trip

Within 2 weeks of your return:

- Make a clear copy of all of your receipts. Scanned copies are preferred but a clear picture of your receipts will also work
- Sign and date this form when it is completed
- Please verify everything is clearly legible before submitting your email
- Email this completed form together with a clear copy of all of your receipts to the EDM treasurer at treasurer@edmna.org
- EDM Treasury will email you confirmation when your receipts have been processed

IMPORTANT: Keep all original receipts for 5 years for tax regulatory purposes

All of this paperwork is needed because EDMNA balance accounts at the end of each month. If we haven't heard from you within one month following your return, we will email you a reminder, shortly thereafter, any unreconciled expenses will be considered as a salary. A salary statement will be issued and sent to your address. You may be taxed in your country for the amount on this statement. This is the only way our legal entity can document unreconciled expenses without being harshly fined by the Belgian Tax Authority.

Thank you in advance for your understanding and cooperation
EDM Treasury

MEMBER'S DETAILS:

Full Name	Region	
Email		
Telephone		

EVENT: EDM, ESL, etc

Location		Date(s)	
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COSTS:		Detail (plane/train/car/bus)	Cost (€)
Travel	Flights		
	Ground Travel		
	Ground Travel		
	Ground Travel		
Lodging	Hotel inc Taxes		
Per diem	Food, drinks, etc	(No receipts are needed for Per Diem Expenses)	
		Detail (additional costs, visa, passport, etc)	
Other	Detail		
	Detail		
Total Costs			€ -

ANY ADDITIONAL INFORMATION

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By signing below, I confirm that I have read and acknowledge the contents of this Summary of Expenses form. In addition, I confirm the information I have provided is true.

Signature	Date	Receipts attached
		<input type="checkbox"/>



Discussion

Does EDM Body approve
the new Funding process?



Summary

Financial Report:

- €25,000.00 Contribution to NAWS

PayPal Business Account overview

New Funding Process



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Acknowledgement & Contact info

Thank you to Paul (WSO Europe) and all of SC for their help with these forms and presentation

Any questions, please reach out to EDM treasury
@ treasurer@edmna.org

ILS
Elizabeth
EDM Treasury