



Narcotics Anonymous
european delegates meeting

EDM TREASURY REPORT

September 2022

Cairo



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Outline

Financial Report

Treasury Updates

Travel forms – lessons learned



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INCOME 2022 JANUARY - SEPTEMBER

Contributions
€ 54,744.12

ECCNA 37

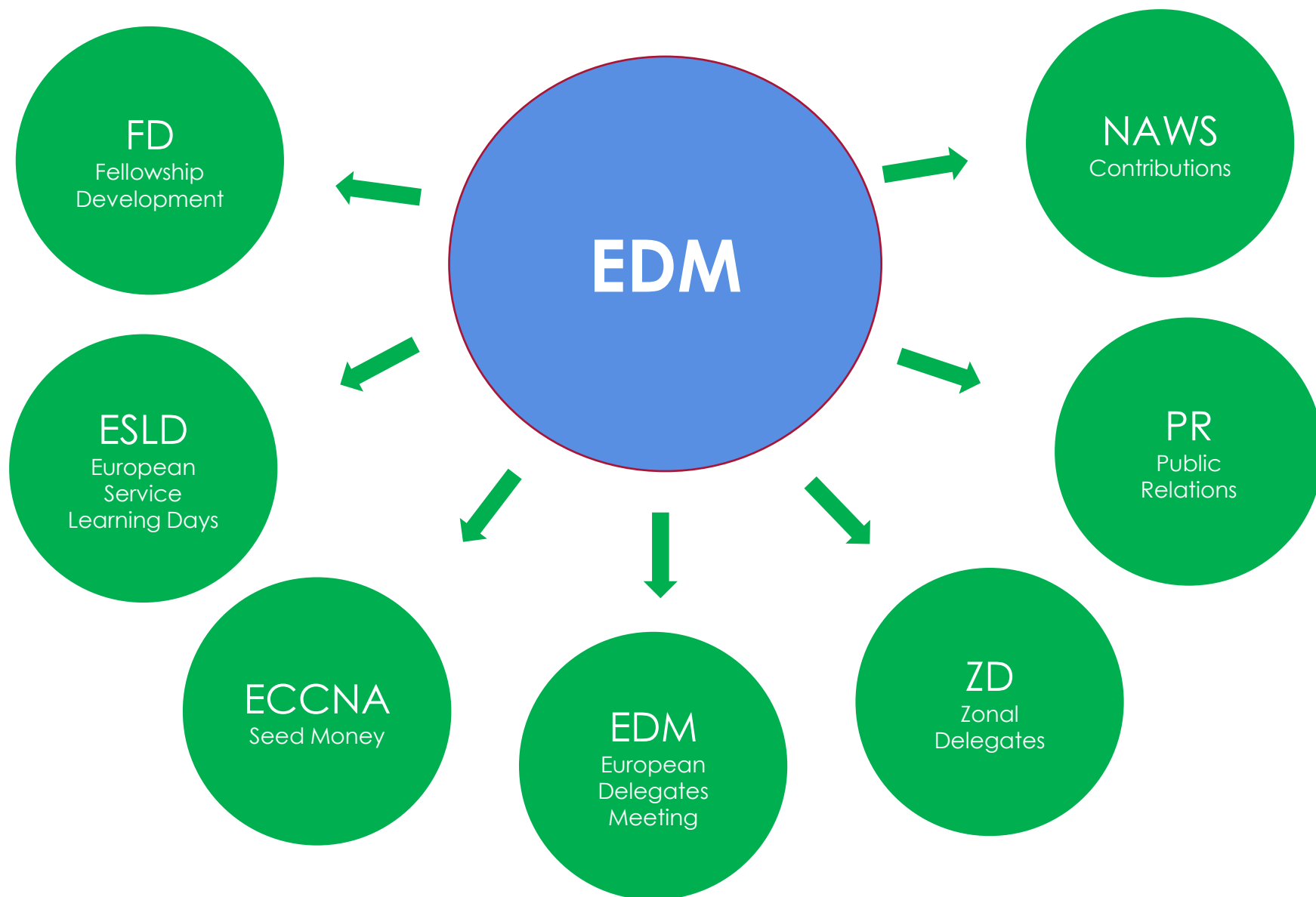
2022
EDM Income
currently is
€ 54,744.12

2021 Total Income January - December was € 70,810.38



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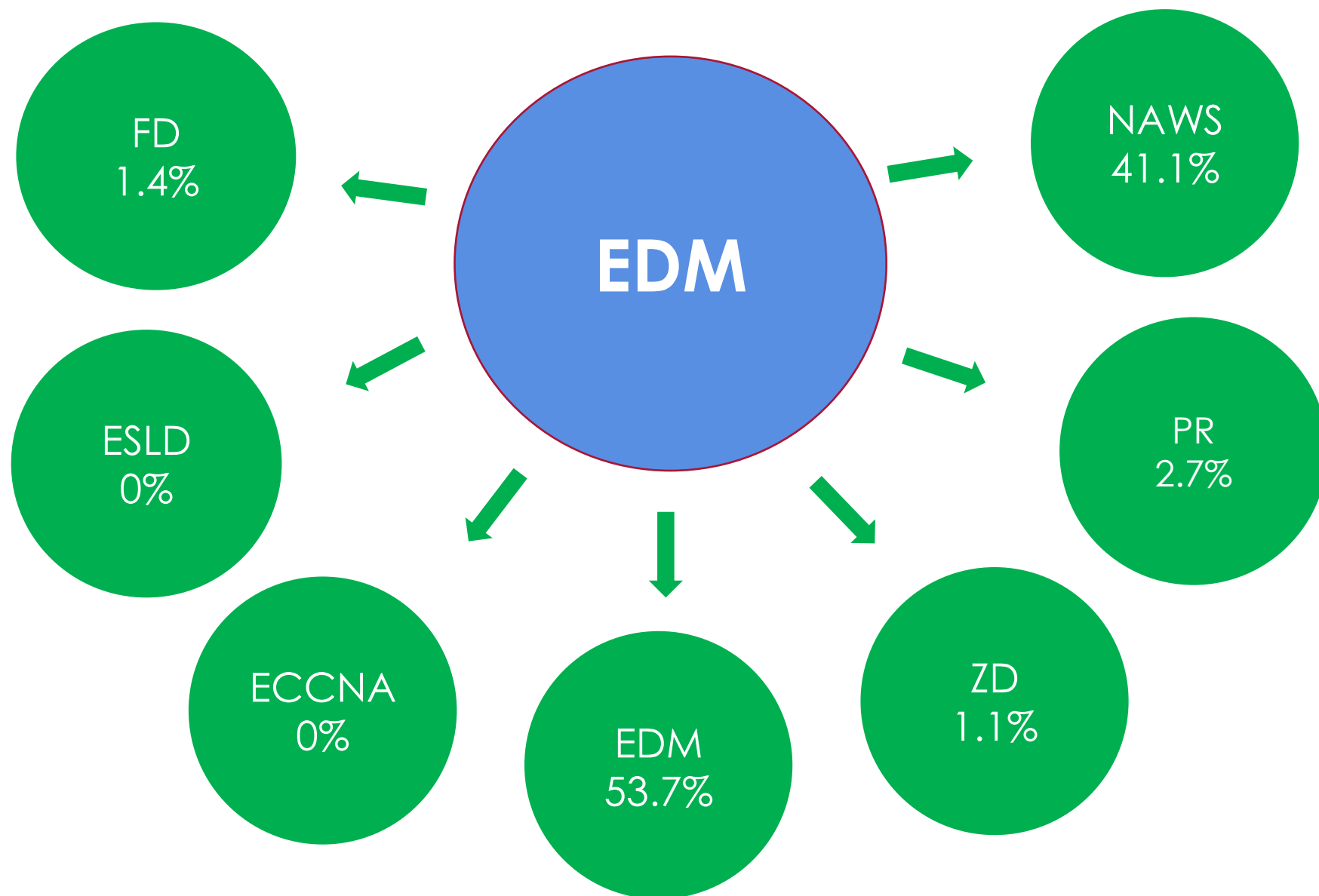
SPENDING HOW WE SPEND FUNDS





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SPENDING % JAN – SEPT 2022





INCOME CONTRIBUTIONS JAN – SEPT 2022

13/01/2022	Contribution from Russian Tranzit Region	472.65 €
18/01/2022	Contribution from Greek Region	1,000.00 €
25/01/2022	Contribution from Spanish Region	3,000.00 €
07/02/2022	Contribution from Moldova Region	207.77 €
16/02/2022	Contribution from Denmark Region	162.68 €
01/03/2022	Contribution from NA Holland Q1	750.00 €
07/03/2022	Contribution from UK Region	12,744.39 €
14/03/2022	Contribution from Denmark: 'AF BANEN' Group	100.00 €
21/03/2022	Contribution from Polish Region	500.00 €
25/03/2022	Contribution to EDM FD from Swedish Region Speaker Jam	137.71 €
25/04/2022	Contribution from Swedish Region	7,770.00 €
25/04/2022	Contribution from Danish Region	6,300.00 €
05/05/2022	Contribution from Norway: NA Outdoor Ski & Recovery 2022	334.60 €
16/05/2022	Contribution from Irish Region	400.00 €
02/06/2022	Contribution from NA Holland Q2	750.00 €
20/07/2022	Contribution from UK Region	9,209.00 €
25/07/2022	Contribution from Ukraine Region	236.15 €
27/07/2022	Contribution from 'Keep It Simple' Randers, Denmark	100.00 €
11/08/2022	Contribution to EDM FD from NA Vastra Distriktet Gesallgantan 7 D, Sweden	1,869.17 €
22/08/2022	Contribution from Hungarian Region	200.00 €
23/08/2022	Contribution from Greek Region	1,000.00 €
06/09/2022	Contribution from Italy Region	2,500.00 €
07/09/2022	Contribution from France Region	5,000.00 €
	Total Contributions Jan – Sept 2022	54,744.12 €



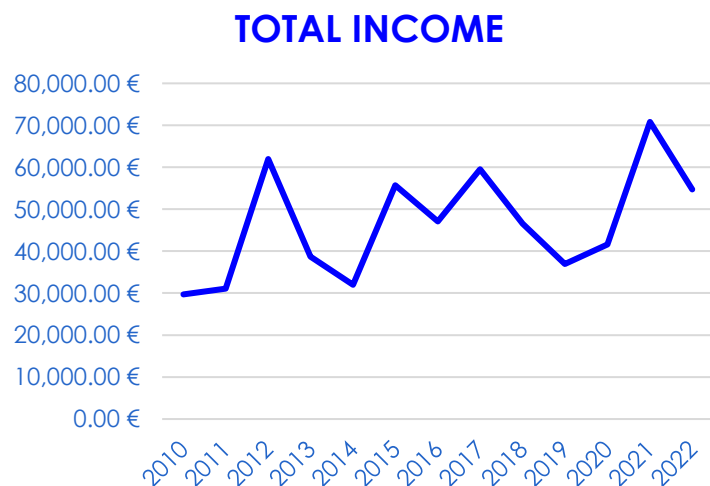
EDM CONTRIBUTIONS TO NAWS SINCE 2011

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 €
28/09/2021	# 31 NAWS contribution Summer EDM 2021	25,000.00 €	145,000.00 €
22/02/2022	Winter EDM Rome 2022 contribution to NAWS	28,000.00 €	173,000.00 €
	Additionally: 20% of ECCNA surplus is contributed to NAWS		



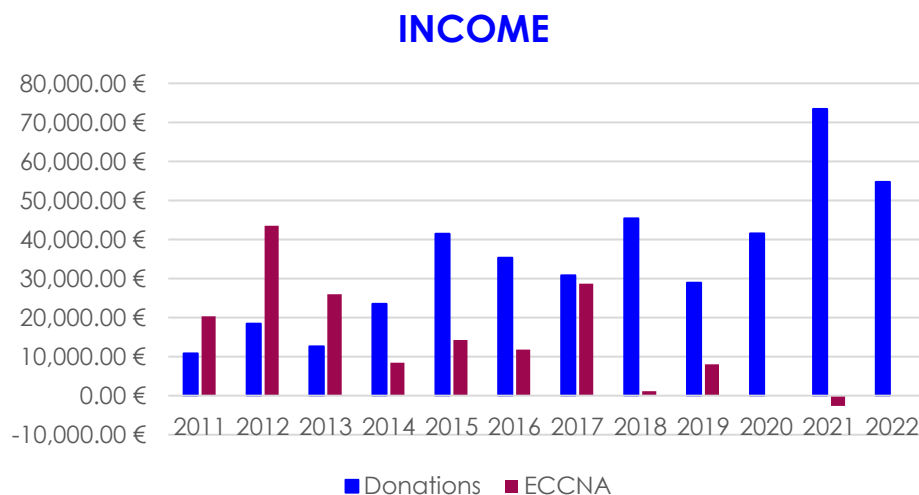
ECCNA Surplus is divided into:

60% contribution to EDM
20% contribution to NAWS
20% contribution to Host Region



INCOME SINCE 2009

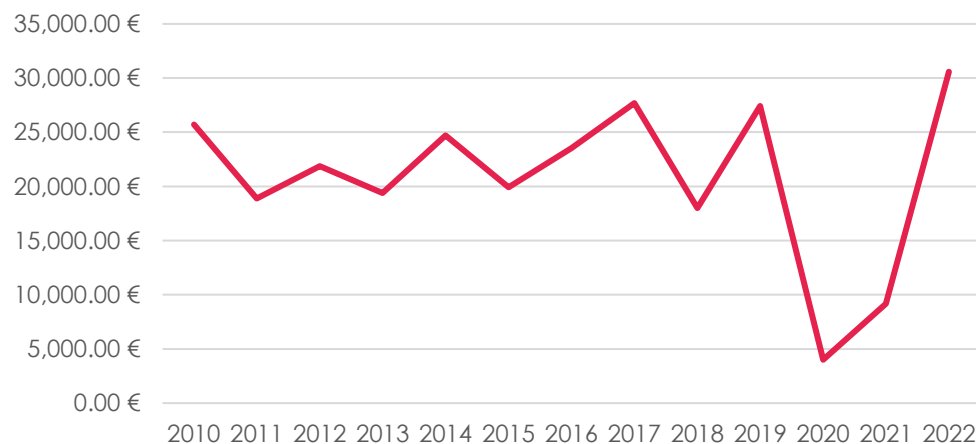
YEAR	CONTRIBUTIONS	ECCNA (60%)	
2010	23,207.77 €	26 Dead Sea	6,520.00 €
2011	10,803.98 €	27 Malmo	20,300.00 €
2012	18,438.50 €	28 Moscow	43,500.00 €
2013	12,659.52 €	29 Marbella	26,000.00 €
2014	23,558.11 €	30 Athens	8,441.00 €
2015	41,441.19 €	31 Birmingham	14,289.55 €
2016	35,314.18 €	32 Paris	11,804.00 €
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 €
		No ECCNA	
2020	41,549.70 €	(covid)	---
2021	73,434.38 €	36 Kyiv	-2,624.00 €
2022	54,744.12 €	37 Cairo	



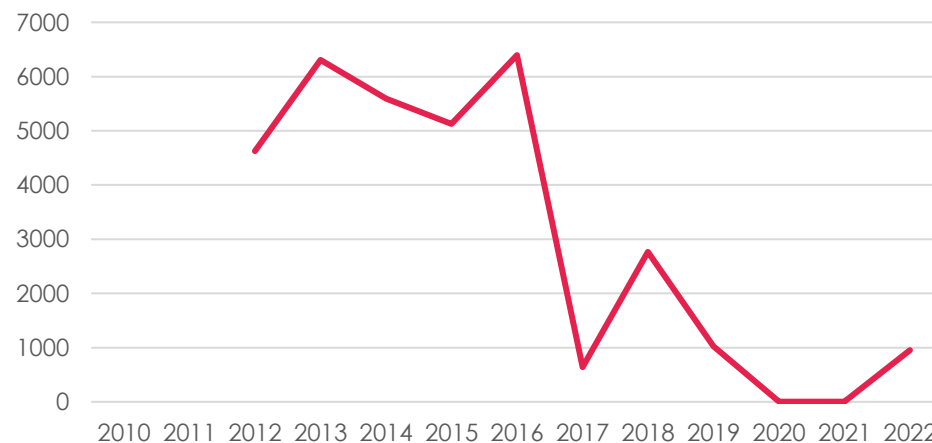


EXPENSES 2010 - 2022

EDM Expenses

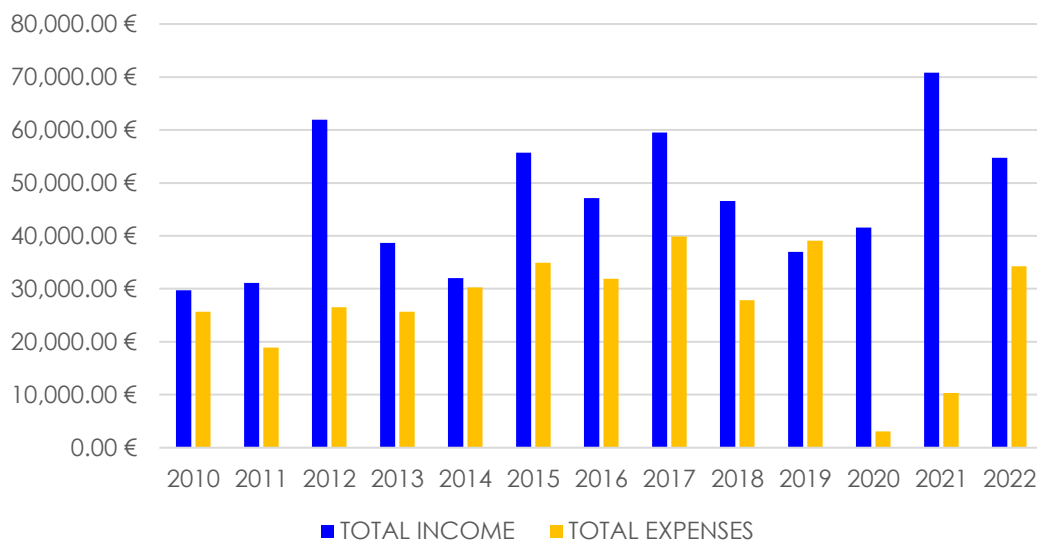
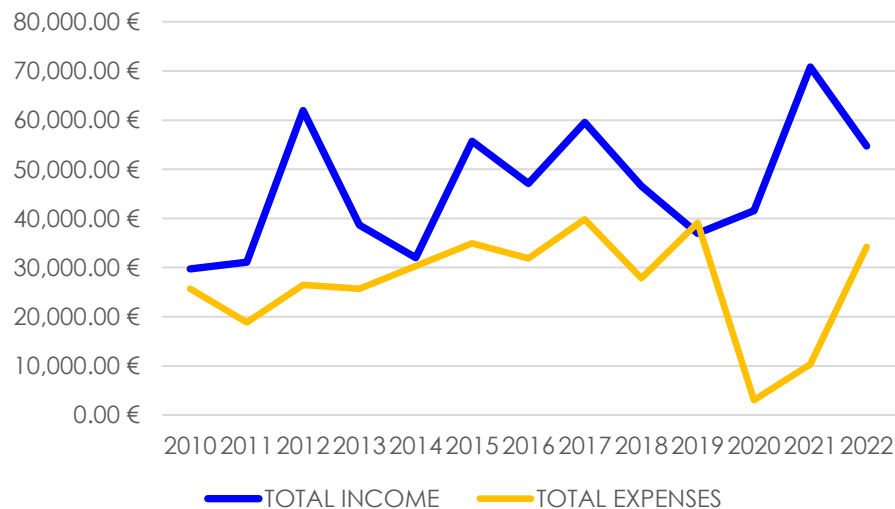


FD Expenses





EDM INCOME VS TOTAL EXPENSES OVER YEARS





EDM BANK (ING Brussels)	
Savings Account	84,946.53 €
Current Account	6,961.37 €
ECCNA Paypal - Designated Bank Account	13,676.87 €
ECCNA Seed Money for Cairo	11,803.80 €
Overall Total: Savings + Current + ECCNA PayPal Acc + ECCNA seed money	117,388.57 €
Total without Seed Money & PayPal Account: Savings + Current Account	91,907.90 €

Summary of Balances in all account	Totals
Total amount in all bank accounts	117,388.57 €
Total 2022 Budget i.e. Ring Fenced Money	62,800.00 €
Funds spent from Budget	40,215.29 €
Funds remaining in Budget	22,584.71 €
Funds accessible including remaining budget	91,907.90 €
Funds accessible excluding 2022 Budget	29,107.90 €



2023 PROPOSED BUDGET

Description	2023	% Total Budget
Bank charges on all accounts	1,000.00 €	1.3%
Winter & Summer EDM venue costs 2023	9,000.00 €	12.0%
SC, FD, PR, MC, ZD travel expenses	18,500.00 €	24.6%
RD Travel Expenses to attend EDM	7,500.00 €	10.0%
Media Coordinator	1,700.00 €	2.3%
Public Relations	6,000.00 €	8.0%
Fellowship Development	7,500.00 €	10.0%
WSC Zonal Delegates 2023	5,000.00 €	6.6%
European Service Learning Days 2023	15,000.00 €	19.9%
Additional ECCNA seed money if needed	3,000.00 €	4.0%
Misc expenses	1,000.00 €	1.3%
Total	75,200.00 €	100.0%



Summer EDM 2022 Contribution to NAWS

Funds currently accessible inc. remaining 2022 budget	91,907.90 €
Funds accessible excluding Proposed 2023 budget	16,707.90 €
Proposed contribution to NAWS for Summer EDM	11,695.53 €

Proposal is based on decision made in Malta on March 2011: "We donate 70% of our surplus to NAWS"

Contribution to NAWS from Winter EDM 2022	28,000.00 €
Proposed combined total contribution to NAWS 2022	39,695.53 €

Total contribution to NAWS in 2021 was: € 37,000



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Open transactions on EDM accounts

Excluding active travel expenses,
there are NO open transactions
on EDM accounts



Funded Regions

September 2022 - Cairo

FULL FUNDING

- Iceland
- Lithuania
- Iran

PARTIAL FUNDING

- Turkey – pending Region decision



Treasury Updates

- **Accountant:** EDM is just starting to work directly with an accountant, Yun-Hee in Belgium. http://www.bcpfinance.be/fr_services.html
- **New bank:** Triodos Bank, Belgium – Paul D is investigating this
- **Misappropriation of funds:** Treasury is working on draft document to be presented at Winter EDM 2023
- **Funding forms:** Treasury is sourcing out a more use-friendly platform where, in addition to forms being easier to read, the data can be accessed, utilized and stored easier than our current Excel.
- **Per Diem:** Does EDM want to increase this allowance from €40 to €50? Financial impact would be an approximate budget increase of €900 per conference.



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Travel Forms – Lessons Learned

Process introduced Winter EDM 2022



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

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

Lodging

Rate per Night

N° Nights

Per diem

P.D. Amount

N° Days

Other

Detail

Detail (plane/train/car/bus)

Cost (€)

Total

€

-

Total

€

-

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'Elé, 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 balances 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 _____
Email _____
Telephone _____

EVENT: EDM, ESL, etc _____
Location _____ Date(s) _____

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

ANY ADDITIONAL INFORMATION

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 ☐



Lessons learned from Funding Forms

If a tourist VISA is needed, please purchase a refundable flight ticket in case your VISA is not processed on time &/or you are denied entry.

When submitting your request, remember to include your address if it's not displayed on your Government issued ID

When purchasing tickets outside of Eurozone:
Take a screen shot of the exchange rate used at the time of purchase.
Send this screen shot to Treasury along with your tickets and boarding passes, later when you're submitting your receipts.



Lessons learned from Receipts 1 of 2

Collect receipts in real time

Suggestion: put your receipts into a designated folder in your email or desktop

Clear JPG, PDF and HEIC are good to send receipts

NO EML files

Remember to include all boarding passes with your receipts

Electronic Boarding Passes: Download these to avoid losing them electronically



Lessons learned from Receipts 2 of 2

Currency exchange rates:

Write the €1 equivalent of your currency in the 'Additional Information' section on the form

e.g. € 1.00 = EGP 19.54

For additional information on rates, see Lessons Learned on previous slide

Reply promptly if Treasury has any queries or requests clarification on anything

Review everything before you submit them.



Summary

Financial Report inc.

€ _____ Contribution to NAWS

Treasury Updates

Travel Receipts – Lessons Learned



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Acknowledgements & Contact Info

Thank you to Paul (WSO Europe) for his help with
Treasury

Any questions, please reach out to
Treasurer@edmna.org

ILS
Elizabeth & Sony
EDM Treasury