

ACA MONTEREY BAY INTERGROUP LITERATURE DEPOT PROCEDURES MANUAL

This document is meant to provide guidelines for the following:

- Registering the ACA Monterey Bay Intergroup with WSO Literature Discount Program
- Purpose of the Literature Committee
- Ordering literature from ACA WSO for the Literature Depot
- Maintaining inventory at the Literature Depot
- Filling orders from the Literature Depot
- Reporting inventory of the Literature Depot
- Accounting practices for the Literature Depot
- Procedures for groups purchasing literature from the Literature Depot

Creation of the Literature Committee of the ACA Monterey Bay Intergroup was approved at the March 24, 2019 intergroup meeting. At the subsequent intergroup meeting on April 21st, information was asked to be presented by the Literature Committee regarding pricing options utilizing the 30% intergroup discount program with ACA WSO. Pricing of the literature options offered was approved at the May 26, 2018 intergroup meeting. The pricing option approved by the Intergroup was passing on the entire 30% discount to the groups.

Registering the ACA Monterey Bay Intergroup with WSO Literature Discount Program

The form (Exhibit A) was completed and mailed to ACA WSO on May 8, 2018 requesting validation as a 30% intergroup purchaser. Renée H. was listed as the Designated Trusted Servant (DTS) authorized to purchase literature from WSO for the ACA Monterey Bay Intergroup Literature Depot (LD). This validation will need to be updated with WSO annually by the Literature Committee.

Purpose of the Literature Committee

The purpose of the Literature Committee is to provide a selection of most frequently ordered ACA literature to the ACA groups in our local area as well as ACA Monterey Bay Intergroup member groups, utilizing the 30% discount purchase program provided by ACA WSO. Each group is free to sell the literature purchased at the LD to individual ACA members at any price agreed upon in their group conscience. As some groups are

small and without an excess of funds, having the LD locally can provide an opportunity for every group to carry the message to the ACA member still suffering.

Ordering literature from ACA WSO for the Literature Depot

The initial order for literature for the LD was approved at the June 23, 2018 meeting with a \$700.00 initial budget. Literature was ordered and received July 12, 2018.

Maintaining inventory at the Literature Depot

After the initial literature order has established the LD inventory, two Literature Committee members will take inventory and initial the Literature Inventory Report (Exhibit B). Written records will be kept of each transaction either acquiring or disbursing literature from the LD. Receipts will be written and retained for each transaction when selling literature to ACA groups and a copy of the receipt will be attached to the order form, showing a completed transaction.

Once a month, around the 15th of each month, inventory will be taken and initialed by two Literature Committee members, showing the entire inventory of the LD and its current value. This report will be submitted to the ACA Monterey Bay Intergroup at its monthly meeting later that month.

Filling orders from the Literature Depot

Groups eligible to purchase literature from the LD will email their completed literature order to acamontereybay@gmail.com utilizing the printed Literature Order Form (Exhibit C) available on the website acamontereybay.org or by utilizing the online Literature Order form on this website. Both of these order forms will be forwarded to the Literature Committee for processing. The order form will be printed for recording. LD inventory will be checked and the contents of the order will be set aside, pending delivery. The Literature Inventory Report (Exhibit B) will be updated to reflect the decrease in inventory. One of the Literature Committee members will respond to the ordering member to arrange delivery, based on the requested method on the order form. The total amount due will be verified with the ordering member. Cash will be exchanged or Venmo payment will be done for the literature order at time of delivery. A written receipt will be issued to the purchaser and a copy will be retained by the Literature Committee. This copy will be attached to the original order form.

Reporting Inventory in the Literature Depot

A copy of the monthly Literature Inventory Report (Exhibit B) will be submitted by the Literature Committee to the Monterey Bay ACA Intergroup at their monthly meetings.

Accounting practices for the Literature Depot

The cash received from literature sales will be balanced to the Literature Inventory Report (Exhibit B) at the time of the monthly inventory. All cash received for the purchase of literature from the LD throughout the month will be given to the Literature Committee Chairperson for safekeeping. At each monthly Intergroup meeting, the sales proceeds will be given to the Intergroup Treasurer for accounting and safekeeping. Venmo payments will go directly to the Intergroup Treasurer.

Procedures for groups purchasing literature from the Literature Depot

When a local ACA meeting determines a need for literature, a designated member will complete and email the Literature Order Form (Exhibit C) to acamontereybay@gmail.com. The other option is to have a designated member complete the electronic online Literature Order. Delivery options indicated on the order form will be verified by text, phone, or email by a member of the Literature Committee with the person ordering the literature. Each order should contain a minimum of at least three (3) items. Coordination of delivery is made between the member of the Literature Committee and the ordering person.