**General Service Literature Centre Guidelines** District 16 – Windsor Essex

## I. Guidelines

1. Literature Centre to be allowed to order all conference approved literature from the Conference-Approved Literature catalogue/online store. Outside literature and/or merchandise is prohibited.

2. Literature Centre to stock District 16 approved silver, gold, enamel, and bronze medallions, which are to be sold at $2.00 above Literature Centre purchase cost. Also, stock meeting lists for District 16 and 23, and District 16 approved "Who Me?" pamphlets, "If You Want to Drink" cards, and 12 Step Cards at a 10% mark up above our cost. Display all flyers and registration forms for conventions, roundups, and workshops which are consistent with Alcoholics Anonymous Traditions.

3. Pricing of literature will be sufficient to cover the purchase of literature, foreign exchange, tax and shipping cost as stated on the A.A.W.S. Literature on-line Order Form and operating expenses, seed monies for new stock, rent and incidental Centre expenses. Centre should be self-supporting, supplying literature at reasonable prices consistent with good business practices. Chairperson should keep a proper set of financial records for audit purposes to be taken annually at year end.
(See II. "General Procedures" for specific pricing instructions.)

4. The Chairperson will report monthly at the District meeting regarding the financial status and overall activity of the Centre.

5. The District 16 Visa is to be used for A.A.W.S. Literature online ordering Transactions to be paid monthly in full from the District 16 Literature account.

6. Physical inventory to be kept at a level appropriate with recent sales levels. Chairperson is responsible for accurate ordering and pricing of the inventory. The incoming Committee will take inventory at the beginning of the term of office. At conclusion of the term, the outgoing and incoming Committee will take a final inventory. Inventory results to be reported at the District meeting.

7. The Literature Chairperson should have two years of continuous sobriety, be capable of conducting the business of the Literature Centre and shall be responsible for selecting a Committee of Alcoholics Anonymous members to assist in the operation of the Literature Centre, from which they will select an Alternate Chair.

The financial institution account should have three signatories, the current Literature Chairperson, the District Committee Member, and the District Treasurer. Two of three signatures are required to process a cheque.

8. New meetings or groups wishing to be placed on the meeting lists must be established for at least three months before being considered in addition to the next printing. Public Information / Website will inform the Literature Chair of any changes to the meeting list, inclusive of groups that are no longer in existence.

9. The Literature Chairperson is responsible for issuing keys for the building and cabinets to the Literature Committee.

10. The Literature Chairperson is responsible for getting insurance coverage for the literature center if required by the facility housing the literature center. The literature chairperson would need to get approval from the District for any new or changed insurance coverage outside standard incremental increases.

## II. General Procedures

Pricing: Note the inventory sheets are set up with the following formula. (The exchange rate of 35% is used in this document *as an example* of an exchange rate. However, the Literature Chairperson may change the percentage used based on the prevailing foreign exchange rates.)

1. Pricing formula. Determine the list price from the U.S. literature catalogue and/or on-line website and add 5% of the list price for taxes (tax for books is 5% and for everything else is 13%) and 10% of the list price for shipping. Multiply by the exchange rate of 35% for the Canadian dollar equivalent. Then multiply by 12.5%, which covers our mark up of 10% and a foreign transaction fee of 2.5%.

Example – Hard Cover Big Book: If the U.S. Catalogue price is $12.00, the exchange rate is 35%, tax is 5% and shipping is 10%, the calculation will be as follows:

($12.00 USD X 1.15) = 13.80 USD X 1.35 = $18.63 CAD X 1.125 = $20.96 CAD. In this case, round up to $21.00 CAD.

For any item $2.00 or more round up or down to the nearest .25 cents. For any item less than $2.00 round up or down to the nearest .05 cents.

2. For purposes of pricing inventory for audit purposes, eliminate the mark- up calculation of 10%. So, the inventory calculation is as follows: ($12.00 USD X 1.15) = $13.80 USD X 1.35 = $18.63 CAD x 1.025 = $19.10 CAD

3. There are quantity discounts that apply. Of course, this will affect the actual cost to the District. The U.S. list price is used as a standard to keep it simple. If we started to calculate our cost on each price break it would be too complicated and time-consuming for the Literature Chairperson.

   Example: Hard Cover Big Book U.S. price for quantities of 20 to 99 is $**11.28**; 100 to 199 is **$10.56**; 200 or more is **$9.84**. All books are priced this way and there are price breaks on the pamphlets as well. Sales of some items fluctuate dramatically from month to month and yearly and in order to operate in a businesslike manner the decisions when to order, and how many to order should be the responsibility of those we have entrusted to operate the Literature Centre.

4. The District Committee does not fund the Literature Centre. It is self-supporting. Mark-up is charged to pay the rent and other operating expenses. A mark-up of 10% is required to cover current expenses. In the event of an increase of these expenses an increase in the mark-up must be presented at the District meeting for approval. The Literature Centre should have a Prudent Reserve of $1,500.00 to cover one year's expenses (Rent, insurance, minimum inventory, etc.)

## III. Divesting the Literature Center of Excess Funds

As the Literature Centre is self-supporting and only adding a small mark-up of 10% to cover operating expenses, there shouldn't be significant excess funds. The District 16 Literature Centre Chairperson will report on their operating account balance, deposit(s), order history and any other activity at the monthly District meeting. At any point if the funds in the District 16 Literature Centre operating account are deemed in excess of the on-going operation of the Literature Centre, a Notice of Motion can be brought forward to moving the excess funds to the District 16 Account. If the Notice of Motion passes, the excess funds will be given to the Treasurer of District 16 before the next monthly meeting, since it is the groups that purchased the material that contributed to those excess funds.