

## Vancouver Intergroup Treasurer's Report- February 2022

Dear Vancouver Intergroup,

Moving forward we will be sharing financial data out of QuickBooks and bank balances directly to avoid transcription or other manual processing errors. After some initial review and discussion with our office manager, I'd like to note a few items.

- There is no active CPA review, compilation or reconciliation of financial data
- The system is cash based accounting and have non standard inventory tracking, which accounts for occasionally variability in COGS on the income statement
- Many processes are very manual e.g. payroll, processing orders, etc.
- We have a CPA that I am trying to assess what they do. Looks like sales tax filings, but oddly also payroll for one staff member with manual checks. I need to confirm who prepares the annual tax return.
- Our only online payment method is through PayPal. We could add free transfer accounts like Venmo or CashApp for groups and individuals to submit contributions.
- There are some older entries that need to be corrected
- Tracking group contributions is very manual and dependent on each contribution being clearly marked with a group so that it can be tallied, whether made via cash, check or online. If this isn't marked clearly, the donation will not be credited to the group.
- Our instance of QuickBooks is not currently directly linked to online banking.
- We are in the process of upgrading the office computer and porting over all software and data to the new one.
- We don't currently have accurate prepayment amortization or a process to book these properly so they are showing as large one-time expenses due to the cash basis accounting.
- Short-term, the priority will be to monitor cash changes month to month, any significant variations in expenses, and generally ensure sustainability and continuity of the office by ensuring we are proactively identifying any cash flow issues.

Overall, I see a number of areas we could streamline and automate to reduce errors and cost. I will be evaluating these with LeAnne and hope to have some help with implementation. This will be a gradual process over the two year term as we assess, prioritize and make systematic changes. Some ideas and projects are below:

- I've asked LeAnne to start documenting in a simple format all of the processes in the office so that we can assess them for improvement and/or automation.
- For accounting controls, cost reduction and eliminating errors: moving to an automated payroll service like Gust, QuickBooks, ADP, etc. These are typically low cost and handle all filings, do direct deposit and are scalable if needed.
- Investigate re-allocating accounting spent on payroll and other areas to monthly or quarterly closes and reviews.
- I'd like to link our accounts to QuickBooks and start using the balance sheet report.
- A non accounting project that would save the office a lot of labor, errors and increase usability of the alcoholics serve would be to add a basic email marketing tool like

MailChimp and a signup form to the website and in all of our emails. This can then be used for sending out the newsletter and easy self service subscribe/unsubscribe functionality for our members. This is currently a manual process and has a lot of error.

This past month, we saw an increase in a few one time expenses with the purchase of our computer and professional charges from Butterfield accountants. I plan to look into the services provided by Butterfield. Overall, we are in healthy financial condition with a full prudent reserve and a fairly typical balance in the primary checking account. We will monitor the cash flow to ensure that we maintain our position. Some highlights/comments on the report are below:

- **Total income was \$4,362.69**
  - Merchandise sales were \$1,690.64. Only a slight decrease from the previous period.
  - Group contributions were \$2,111.74. Roughly the same as the previous period.
  - Individual contributions were \$560.31. Significantly higher than the previous period.
- COGS were down significantly from the previous period, again, this is due to how we track our inventory so not a very important number to track unless we change our accounting process.
- **Our total expenses were \$6,590.03.** Spending increased slightly from the prior period. The computer purchase and accounting charges will be investigated.
- **Total cash on hand is \$29,444.06.**
  - Prudent reserve has **\$13,003.58**. This amount is basically unchanged other than small interest accruals.
  - The main checking account ended the month with **\$15,040.48**. This account saw a decrease of \$2,246.69 from the previous month. This account was \$9,511.70 higher than it was in January 2021.
  - The event account has **\$1,400**. This was unchanged.
- We will need to continue monitoring retail sales, expenses and group contributions to assess the sustainability of current expense levels, but there is nothing in this past month's statement that raises any alarms.

Yours in Service,  
Alex  
Treasurer

Vancouver Area Intergroup  
Profit & Loss Prev Year Comparison  
January 2022

|                                      | Jan 22     | Dec 21     | \$ Change  | % Change | Jan 21     | \$ Change  | % Change |
|--------------------------------------|------------|------------|------------|----------|------------|------------|----------|
| Ordinary Income/Expense              |            |            |            |          |            |            |          |
| Income                               |            |            |            |          |            |            |          |
| AA                                   | 527.50     | 666.60     | (139.10)   | (20.9)%  | 1,344.50   | (817.00)   | (60.8)%  |
| Non AA                               | 1,163.14   | 1,184.36   | (21.22)    | (1.8)%   | 1,515.13   | (351.99)   | (23.2)%  |
| Total Income                         | 1,690.64   | 1,850.96   | (160.32)   | (8.7)%   | 2,859.63   | (1,168.99) | (40.9)%  |
| Cost of Goods Sold                   |            |            |            |          |            |            |          |
| AA -                                 | 338.76     | 1,286.32   | (947.56)   | (73.7)%  | 998.22     | (659.46)   | (66.1)%  |
| Non AA -                             | 491.46     | 871.98     | (380.52)   | (43.6)%  | 641.85     | (150.39)   | (23.4)%  |
| 5000 - Cost of Goods Sold            | 83.73      | 49.43      | 34.30      | 69.4%    | 60.18      | 23.55      | 39.1%    |
| Total COGS                           | 913.95     | 2,207.73   | (1,293.78) | (59.6)%  | 1,700.25   | (786.30)   | (46.3)%  |
| Gross Profit                         | 776.69     | (356.77)   | 1,133.46   | 317.7%   | 1,159.38   | (382.69)   | (33.0)%  |
| Expense                              |            |            |            |          |            |            |          |
| Card Merchant Services               | 61.38      | 44.21      | 17.17      | 38.8%    | 38.34      | 23.04      | 60.1%    |
| Office Supplies                      | 538.96     | 390.77     | 148.19     | 37.9%    | 189.60     | 349.36     | 184.3%   |
| Other Expenses                       | 724.07     | 119.07     | 605.00     | 508.1%   | 269.01     | 455.06     | 169.2%   |
| Payroll Expenses                     | 3,965.14   | 3,032.87   | 932.27     | 30.7%    | 3,579.92   | 385.22     | 10.8%    |
| Rents                                | 1,317.27   | 1,113.28   | 203.99     | 18.3%    | 1,299.49   | 17.78      | 1.4%     |
| Telephone & Utilities                | (16.79)    | 1,667.09   | (1,683.88) | (101.0)% | 361.20     | (377.99)   | (104.7)% |
| 66900 - Reconciliation Discrepancies | 0.00       | 0.00       | 0.00       | 0.0%     | (2.59)     | 2.59       | 100.0%   |
| Total Expense                        | 6,590.03   | 6,367.29   | 222.74     | 3.5%     | 5,734.97   | 855.06     | 14.9%    |
| Net Ordinary Income                  | (5,813.34) | (6,724.06) | 910.72     | 13.5%    | (4,575.59) | (1,237.75) | (27.1)%  |
| Other Income/Expense                 |            |            |            |          |            |            |          |
| Other Income                         |            |            |            |          |            |            |          |
| Contributions                        |            |            |            |          |            |            |          |
| Contributions - Groups               | 2,111.74   | 2,123.86   | (12.12)    | (0.6)%   | 1,823.78   | 287.96     | 15.8%    |
| Contributions - Individuals          | 560.31     | 341.74     | 218.57     | 64.0%    | 325.77     | 234.54     | 72.0%    |
| Total Contributions                  | 2,672.05   | 2,465.60   | 206.45     | 8.4%     | 2,149.55   | 522.50     | 24.3%    |
| Miscellaneous Income                 | 0.65       | 36.09      | (35.44)    | (98.2)%  | 60.81      | (60.16)    | (98.9)%  |
| Total Other Income                   | 2,672.70   | 2,501.69   | 171.01     | 6.8%     | 2,210.36   | 462.34     | 20.9%    |
| Net Other Income                     | 2,672.70   | 2,501.69   | 171.01     | 6.8%     | 2,210.36   | 462.34     | 20.9%    |
| Net Income                           | (3,140.64) | (4,222.37) | 1,081.73   | 26.6%    | (2,365.23) | (775.41)   | (32.8)%  |





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## STATEMENT OF ACCOUNTS

Statement Period: 01/01/2022 - 01/31/2022

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### FreeB Business Checking - \*\*\*\*\*5662

|       | Beginning<br>Balance   | Withdrawals/<br>Fees | Deposits | Dividends/<br>Interest | Ending<br>Balance |
|-------|--|----------------------|----------|------------------------|-------------------|
|       | 17,287.17  | 6,512.44             | 4,265.75 |                        | 15,040.48         |
| Date  | Transaction Description  | Debits               | Credits  |                        | Balance           |
| 01/03 | External Withdrawal BCM 877-861-8008 - CASH C&D                                  | 5.00                 |          |                        | 17,282.17         |
| 01/03 | External Withdrawal MERCHANT SERVICE MERCHANT<br>ACTIVITY - MERCH FEE 8028043704 | 61.38                |          |                        | 17,220.79         |
| 01/03 | Check 8850   | 1064.89              |          |                        | 16,155.90         |
| 01/04 | Point Of Sale Withdrawal IN *MT HAMILTON HOL360-6050890<br>WAUS                  | 1079.02              |          |                        | 15,076.88         |
| 01/04 | Point Of Sale Withdrawal<br>INMOTIONHOSTING.COM888-3214678 CAUS                  | 5.08                 |          |                        | 15,071.80         |
| 01/04 | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY -<br>MERCH DEP 8028043704    |                      | 138.97   |                        | 15,210.77         |
| 01/05 | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY -<br>MERCH DEP 8028043704    |                      | 60.70    |                        | 15,271.47         |
| 01/05 | Check 1231   | 100.00               |          |                        | 15,171.47         |
| 01/06 | External Withdrawal WASTE CONNECTION - WEB_PAY                                   | 66.97                |          |                        | 15,104.50         |
| 01/06 | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY -<br>MERCH DEP 8028043704    |                      | 134.20   |                        | 15,238.70         |
| 01/07 | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY -<br>MERCH DEP 8028043704    |                      | 55.50    |                        | 15,294.20         |
| 01/12 | External Withdrawal THE HARTFORD NWTBS CL SCIC ACH C -<br>NWTBCLSCIC 4188548     | 49.07                |          |                        | 15,245.13         |
| 01/12 | External Withdrawal LEASE SERVICES - ACH PYMTS                                   | 138.25               |          |                        | 15,106.88         |
| 01/14 | External Withdrawal IRS - USATAXPYMT 270241485164382                             | 479.52               |          |                        | 14,627.36         |
| 01/18 | External Withdrawal COMCAST 8778101 800-COMCAST -<br>014783368                   | 177.66               |          |                        | 14,449.70         |
| 01/18 | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY -<br>MERCH DEP 8028043704    |                      | 110.78   |                        | 14,560.48         |
| 01/18 | Point Of Sale Withdrawal BUTTERFIELD CONSULT503-3293546<br>WAUS                  | 670.00               |          |                        | 13,890.48         |

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| Date          | Transaction Description  | Debits | Credits | Balance    |
|---------------|--|--------|---------|------------|
| 01/18         | Point Of Sale Withdrawal AMAZON.COM SEATTLE WAUS                           | 178.86 |         | 13,711.62  |
| 01/18         | Point Of Sale Deposit AMAZON.COM SEATTLE WAUS                              |        | 178.86  | 13,890.48  |
| 01/18         | Point Of Sale Withdrawal AMAZON.COM SEATTLE WAUS                           | 178.86 |         | 13,711.62  |
| 01/19         | Point Of Sale Withdrawal AMAZON.COM SEATTLE WAUS                           | 254.47 |         | 13,457.15  |
| 01/19         | Point Of Sale Deposit AMAZON.COM SEATTLE WAUS                              |        | 254.47  | 13,711.62  |
| 01/19         | Point Of Sale Withdrawal AMAZON.COM SEATTLE WAUS                           | 254.47 |         | 13,457.15  |
| 01/19         | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704 |        | 19.51   | 13,476.66  |
| 01/20         | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704 |        | 80.98   | 13,557.64  |
| 01/20         | Point Of Sale Withdrawal ZOOM.US 888-799-966WWW.ZOOM.US CAUS               | 162.64 |         | 13,395.00  |
| 01/21         | External Withdrawal QUENCH USA, INC. - 6109304000 M63488756631             | 179.03 |         | 13,215.97  |
| 01/21         | External Withdrawal CLARK UTILITIES ELECT BILL - CLARKPUB                  | 75.47  |         | 13,140.50  |
| 01/21         | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704 |        | 279.19  | 13,419.69  |
| 01/23         | Point Of Sale Withdrawal OFFICEMAX/DEPOT 665VANCOUVER WAUS                 | 32.54  |         | 13,387.15  |
| 01/24         | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704 |        | 310.44  | 13,697.59  |
| 01/24         | Check 8852   | 80.89  |         | 13,616.70  |
| 01/24         | Deposit  |        | 1716.74 | 15,333.44  |
| 01/24         | Deposit  |        | 364.55  | 15,697.99  |
| 01/25         | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704 |        | 98.38   | 15,796.37  |
| 01/25         | Check 8853   | 865.95 |         | 14,930.42  |
| 01/26         | Point Of Sale Withdrawal HAZELDEN PUBLISHING651-213-4005 MNUS              | 256.94 |         | 14,673.48  |
| 01/26         | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704 |        | 16.26   | 14,689.74  |
| 01/27         | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704 |        | 51.22   | 14,740.96  |
| 01/29         | Point Of Sale Withdrawal CHOICES BOOKS AND GNEW YORK NYUS                  | 87.90  |         | 14,653.06  |
| 01/29         | Point Of Sale Withdrawal HAZELDEN PUBLISHING651-213-4005 MNUS              | 7.58   |         | 14,645.48  |
| 01/31         | External Deposit PAYPAL TRANSFER - TRANSFER                                |        | 260.31  | 14,905.79  |
| 01/31         | External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704 |        | 134.69  | 15,040.48  |
| Total Credits | (18)   |        |         | \$4,265.75 |
| Total Debits  | (25)   |        |         | \$6,512.44 |

#### Checks Paid

| Check # | Date  | Amount   | Check # | Date  | Amount | Check # | Date  | Amount |
|---------|-------|----------|---------|-------|--------|---------|-------|--------|
| 1231    | 01/05 | 100.00   | 8852*   | 01/24 | 80.89  | 8853    | 01/25 | 865.95 |
| 8850*   | 01/03 | 1,064.89 |         |       |        |         |       |        |

(\* alerts you to an out-of-sequence check number)



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### FreeB Business Checking - \*\*\*\*\*5696

|                   | Beginning<br>Balance | Withdrawals/<br>Fees | Deposits | Dividends/<br>Interest | Ending<br>Balance |
|-------------------|----------------------|----------------------|----------|------------------------|-------------------|
|                   | 1,400.00             |                      | 0.00     |                        | 1,400.00          |
| Total Credits (0) |                      |                      |          |                        | \$0.00            |
| Total Debits (0)  |                      |                      |          |                        | \$0.00            |

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### Business Money Market Checking - \*\*\*\*\*5753

|  |                         | Beginning<br>Balance | Withdrawals/<br>Fees | Deposits | Dividends/<br>Interest | Ending<br>Balance |
|--|-------------------------|----------------------|----------------------|----------|------------------------|-------------------|
| 0.03% Annual Percentage Yield Earned for 31 day period |                         | 13,003.25            |                      | 0.00     | 0.33                   | 13,003.58         |
| Average Daily Balance: \$13,003.25                     |                         |                      |                      |          |                        |                   |
| Year-to-date dividends: \$0.33                         |                         |                      |                      |          |                        |                   |
| Date   | Transaction Description |                      |                      | Debits   | Credits                | Balance           |
| 01/31  | Credit Interest         |                      |                      |          | 0.33                   | 13,003.58         |
| Total Credits  | (1)                     |                      |                      |          |                        | \$0.33            |
| Total Debits   | (0)                     |                      |                      |          |                        | \$0.00            |

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