

Vancouver Intergroup Treasurer's Report - October 2022

Dear Vancouver Intergroup,

We have continued to work on a few projects that will take some time to execute. Below are some that have been initiated with updates.

- 1) We have begun to work with a new CPA, Matt Lee of OPSAHL DAWSON. Matt has experience with the Vancouver Intergroup and is currently preparing our 2021 990 Forms to maintain our Not-for-Profit 503c status
 - a) Payroll system optimization using Gusto - this system will save us \$20-30/month, be easier to use and will have a better system for accounting controls of payroll.. **As part of CP transition we are evaluating other payroll vendors per Matt's recommendation.**
 - b) Accounting process/system review - we will provide a 6/30/22 accounting copy to the CPA for a review to reconcile balance sheet issues, assess current version of our accounting software and general areas for improvements. **Paul O. has worked with Leanne and balances have been reconciled as of the beginning of 2022 and next phase will be to reconcile the retail accounts (books, coins, etc.)**
 - c) We will assess migration of our on-premise QuickBooks system to QuickBooks Online (QBO) and any possible impacts. **After a) and b)**
 - i) We will also do a review of our merchant and POS system with the CPA to assess opportunities for cost savings and potential for consolidation with QBO+
 - ii) With QBO+ migration we should also be able to streamline and automate billpays, receive payments, etc. to reduce number of physical checks in and out
 - iii) We will also combine this effort with Venmo, cashApp or other transfer services for easier and free transfers from groups
 - d) Before executing c) we will gather cost/benefit, time and other considerations for input from the groups
- 3) Have created a finance subcommittee to work with the Treasurer, Office Manager and CPAs to improve the processes and reporting for the groups. Paul O. and Tony B. have kindly volunteered. We welcome others to help. Upcoming activities from this group
 - a) Paul O. is working to true up cash balances as of a set date to the current date so that the balance sheet reports are correct. We will present to the groups prior to implementation.
 - b) Paul O. will also work on the inventory/COGS procedures.
 - c) We held an open session on Zoom on Tuesday **October 4th at 6pm** and invited representatives from the groups to meet with the finance subcommittee and provide feedback on reporting. Please reach out to be added to future meetings. **Meeting was held but no participants attended.**

Some highlights/comments on the report are below:

- **Total income was \$4,747.13**
 - Merchandise sales were \$2,744.13
 - Total contributions were \$1,862.50
 - Other income \$140.50

- COGS were up substantially slightly from the previous period, again, this is due to how we track our inventory i.e. when we order new items (cash basis procedures) so not a very important number to track unless we change our accounting process, which we are currently looking into.
- Our **total expenses were \$4,435.53**. Spending in September decreased as expected because of the double payroll in August. We are continuing to monitor expenses for trends but see no issues currently.
- Total cash on hand is **\$25,910.75**. This was a \$866.24 decrease from the previous month.
 - Prudent reserve has **\$13,010.27**. This amount is basically unchanged other than small interest accruals.
 - The main checking account ended the month with **\$11,500.48**. This account saw a decrease of \$867.84 from the previous month.
 - The event account has **\$1,400**. This was unchanged.
- We will need to continue monitoring retail sales, expenses and group contributions to assess the cash needs of the Intergroup.

Yours in Service,

Paul O. and Alex R.

Finance Committee

Vancouver Area Intergroup
Profit & Loss YTD Comparison

Cash Basis

September 2022

	Sep 22	Aug 22	\$ Change	% Change	Sep 21	\$ Change	% Change	Jan - Sep 22	% YTD
Ordinary Income/Expense									
Income									
AA	1,071.65	801.03	270.62	33.8%	537.45	534.20	99.4%	7,180.50	14.9%
Non AA	1,672.48	1,735.59	(63.11)	(3.6)%	1,276.60	395.88	31.0%	14,782.31	11.3%
Total Income	2,744.13	2,536.62	207.51	8.2%	1,814.05	930.08	51.3%	21,962.81	12.5%
Cost of Goods Sold									
AA -	1,901.74	1,562.40	339.34	21.7%	407.52	1,494.22	366.7%	9,494.20	20.0%
Non AA -	1,308.70	1,444.15	(135.45)	(9.4)%	71.90	1,236.80	1,720.2%	8,461.83	15.5%
5000 - Cost of Goods Sold	91.62	136.21	(44.59)	(32.7)%	53.28	38.34	72.0%	754.54	12.1%
Total COGS	3,302.06	3,142.76	159.30	5.1%	532.70	2,769.36	519.9%	18,710.57	17.6%
Gross Profit	(557.93)	(606.14)	48.21	8.0%	1,281.35	(1,839.28)	(143.5)%	3,252.24	(17.2)%
Expense	4,355.07	5,427.85	(1,072.78)	(19.8)%	3,050.90	1,304.17	42.8%	45,710.58	9.5%
Net Ordinary Income	(4,913.00)	(6,033.99)	1,120.99	18.6%	(1,769.55)	(3,143.45)	(177.6)%	(42,458.34)	11.6%
Other Income/Expense									
Other Income									
Contributions	1,529.89	2,527.35	(997.46)	(39.5)%	1,543.87	(13.98)	(0.9)%	22,772.07	6.7%
Contributions - Groups	332.61	412.00	(79.39)	(19.3)%	1,028.55	(695.94)	(67.7)%	3,405.44	9.8%
Contributions - Individuals	0.00	0.00	0.00	0.0%	0.00	0.00	0.0%	1,057.18	0.0%
Total Contributions	1,862.50	2,939.35	(1,076.85)	(36.6)%	2,572.42	(709.92)	(27.6)%	27,234.69	6.8%
Fundraising Income									
Gratitude Dinner	100.00	0.00	100.00	100.0%	0.00	100.00	100.0%	100.00	100.0%
Total Fundraising Income	100.00	0.00	100.00	100.0%	0.00	100.00	100.0%	100.00	100.0%
Miscellaneous Income	8.00	91.18	(83.18)	(91.2)%	4.53	3.47	76.6%	692.30	1.2%
Room Rent - District 7	32.50	50.00	(17.50)	(35.0)%	0.00	32.50	100.0%	82.50	39.4%
Total Other Income	2,003.00	3,080.53	(1,077.53)	(35.0)%	2,576.95	(573.95)	(22.3)%	28,109.49	7.1%
Net Other Income	2,003.00	3,080.53	(1,077.53)	(35.0)%	2,576.95	(573.95)	(22.3)%	28,109.49	7.1%
Net Income	(2,910.00)	(2,953.46)	43.46	1.5%	807.40	(3,717.40)	(460.4)%	(14,348.85)	20.3%

Vancouver Area Intergroup

Balance Sheet

As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
105 · Main Checking #5662	11,500.48
106 · Event Account #5696	1,400.00
107 · Prudent Reserve Account #5753	13,005.65
111 · Cash Till	100.00
Total Checking/Savings	26,006.13
Accounts Receivable	
120 · Accounts Receivable	87.95
Total Accounts Receivable	87.95
Other Current Assets	
125 · Vendor Credits	2,644.73
130 · Cash Handling Fund	(197.39)
133 · Inventory	12,487.93
149 · Undeposited Funds	491.02
Total Other Current Assets	15,426.29
Total Current Assets	41,520.37
Other Assets	
18700 · Security Deposits Asset	350.00
Total Other Assets	350.00
TOTAL ASSETS	41,870.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · Accounts Payable	5,045.85
Total Accounts Payable	5,045.85
Other Current Liabilities	
220 · Sales Tax Payable	4,899.23
221 · PayPal Fees	(25.91)
Total Other Current Liabilities	4,873.32
Total Current Liabilities	9,919.17
Total Liabilities	9,919.17
Equity	
300 · Opening Balance Equity	38,131.70
390 · Retained Earnings	8,168.36
Net Income	(14,348.85)
Total Equity	31,951.21
TOTAL LIABILITIES & EQUITY	41,870.38



PO Box 324 Vancouver, WA 98666-0324

Statement Start	09/01/2022
Statement End	09/30/2022
Member Number	XXXXXXXXXX
Page	1 of 3

Questions? Please call: (800) 699-4009

VANCOUVER AREA INTERGROUP OF ALCOHOLICS
2203 FAIRMOUNT AVE SUITE A
VANCOUVER WA 98661

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FreeB Business Checking **5662		Beginning Balance	Withdrawals/ Fees	Deposits	Ending Balance
		\$12,368.32	\$6,099.25	\$5,231.41	\$11,500.48
Date	Transaction Description	Debits	Credits	Balance	
09/01	Point Of Sale Withdrawal AAWS PUBLISHING 212-8703023 NYUS	\$42.30		\$12,326.02	
09/01	External Withdrawal BCM 877-861-8008 - CASH C&D	\$5.00		\$12,321.02	
09/01	External Deposit PAYPAL TRANSFER - TRANSFER		\$112.61	\$12,433.63	
09/01	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$175.47	\$12,609.10	
09/01	Point Of Sale Withdrawal MICROSOFT REDMOND WAUS	\$8.96		\$12,600.14	
09/02	Point Of Sale Withdrawal AAWS PUBLISHING 212-8703023 NYUS	\$79.20		\$12,520.94	
09/02	External Withdrawal MERCHANT SERVICE MERCHANT ACTIVITY - MERCH FEE 8028043704	\$54.74		\$12,466.20	
09/02	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$60.97	\$12,527.17	
09/06	External Withdrawal MT HAMILTON HOLD - SALE	\$1,092.03		\$11,435.14	
09/06	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$123.02	\$11,558.16	
09/06	Deposit		\$115.65	\$11,673.81	
09/06	Deposit		\$106.62	\$11,780.43	
09/06	Check 8883	\$1,168.02		\$10,612.41	
09/07	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$255.01	\$10,867.42	
09/08	External Withdrawal BUTTERFIELD ASSO - SALE	\$65.00		\$10,802.42	
09/08	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$140.54	\$10,942.96	
09/09	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$316.64	\$11,259.60	
09/10	Point Of Sale Withdrawal AAWS PUBLISHING 212-8703023 NYUS	\$10.00		\$11,249.60	
09/12	External Withdrawal THE HARTFORD NWTBS CL SCIC ACH C - NWTBCLSCIC 4188548	\$49.98		\$11,199.62	
09/12	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$63.69	\$11,263.31	
09/12	External Withdrawal LEASE SERVICES - ACH PYMTS	\$139.29		\$11,124.02	
09/13	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$32.57	\$11,156.59	
09/14	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$106.50	\$11,263.09	



Statement Start	09/01/2022
Statement End	09/30/2022
Member Number	XXXXXXXXXX
Page	2 of 3

Date	Transaction Description	Debits	Credits	Balance
09/15	Point Of Sale Withdrawal IN *THE LATEST THIN949-5748901 CAUS	\$165.25		\$11,097.84
09/15	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$71.92	\$11,169.76
09/16	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$25.85	\$11,195.61
09/16	Point Of Sale Withdrawal THE TOKEN SHOP, LLCHTTPSWWW.THET INUS	\$167.66		\$11,027.95
09/17	Point Of Sale Withdrawal HAZELDEN PUBLISHING651-213-4005 MNUS	\$20.25		\$11,007.70
09/17	Point Of Sale Withdrawal RECOVERY ACCENTS, I2099281423 CAUS	\$158.25		\$10,849.45
09/19	External Withdrawal IRS - USATAXPYMT 270266200403367	\$284.94		\$10,564.51
09/19	External Withdrawal COMCAST 8778101 800-COMCAST - 014783368	\$180.05		\$10,384.46
09/19	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$83.57	\$10,468.03
09/20	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$61.25	\$10,529.28
09/20	Point Of Sale Withdrawal CITY VANCOUVER - FI360-487-8482 WAUS	\$84.00		\$10,445.28
09/20	Check 8884	\$1,057.40		\$9,387.88
09/21	Point Of Sale Withdrawal AAWS PUBLISHING 212-8703023 NYUS	\$782.40		\$8,605.48
09/21	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$99.78	\$8,705.26
09/21	Deposit		\$1,126.83	\$9,832.09
09/21	Deposit		\$357.51	\$10,189.60
09/22	External Withdrawal CLARK UTILITIES ELECT BILL - CLARKPUB	\$59.15		\$10,130.45
09/22	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$54.25	\$10,184.70
09/23	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$48.78	\$10,233.48
09/23	Point Of Sale Withdrawal THE TOKEN SHOP, LLCHTTPSWWW.THET INUS	\$158.90		\$10,074.58
09/24	Point Of Sale Withdrawal AAWS PUBLISHING 212-8703023 NYUS	\$44.00		\$10,030.58
09/24	Point Of Sale Withdrawal AAWS PUBLISHING 212-8703023 NYUS	\$94.00		\$9,936.58
09/26	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$49.59	\$9,986.17
09/27	External Deposit Columbia Bank - A2A TRNSFR District 7 Alco		\$32.50	\$10,018.67
09/27	Point Of Sale Withdrawal OFFICE DEPOT 11505 NE FOURTH PLAORCHARDS WAUS	\$27.82		\$9,990.85
09/27	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$171.21	\$10,162.06
09/28	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$154.83	\$10,316.89
09/28	Point Of Sale Withdrawal STOPSIGNSANDMORE San Jose CAUS	\$23.95		\$10,292.94
09/29	Point Of Sale Withdrawal HAZELDEN PUBLISHING651-213-4005 MNUS	\$21.97		\$10,270.97



Statement Start	09/01/2022
Statement End	09/30/2022
Member Number	XXXXXXXXXX
Page	3 of 3

Date	Transaction Description	Debits	Credits	Balance
09/29	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$82.50	\$10,353.47
09/30	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$82.93	\$10,436.40
09/30	Point Of Sale Withdrawal HOMEDEPOT.COM 800-430-3376 GAUS	\$54.74		\$10,381.66
09/30	Deposit		\$746.38	\$11,128.04
09/30	Deposit		\$372.44	\$11,500.48
Total Credits (29)				\$5,231.41
Total Debits (28)				\$6,099.25

Check#	Date	Amount	Check#	Date	Amount	Check#	Date	Amount
8883	09-06	\$1,168.02	8884	09-20	\$1,057.40			

Summary of Overdraft and Returned Item Fees		
	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00