

Vancouver Intergroup Treasurer's Report - September 2022

Dear Vancouver Intergroup,

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

- 1) We recently found out our **CPA contact left the firm and we currently do not have CPA support**. We are actively working to resolve this issue and may need a new CPA. We are open to any suggestions from the group, especially for any they trust and work with nonprofits.
- 2) We were working with our CPA contact to execute several projects to do more with the accounting systems in the office
 - 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.. **System setup, stalled pending CPA issue**
 - 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. **Stalled - CPA issue**
 - 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 are targeting an open session on Zoom on Tuesday **October 4th at 6pm** to invite representatives from the groups to meet with the finance subcommittee and provide feedback on reporting. Please reach out to be added to the invite list.

Some highlights/comments on the report are below:

- **Total income was \$5,638.58**

- Merchandise sales were \$2,536.62. A slight increase from the previous period and substantially higher than the same period in 2021.
- Total contributions were \$3,101.96. A substantial decrease from the previous period and a significant increase from the same period in 2021. ***This has been normal with groups doing their splits at different times and best viewed quarterly instead of monthly.***
- 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 \$5,537.73**. Spending was down from the previous period, and it also includes a second rent payment, which should reduce the September costs. We are continuing to monitor expenses for trends, but see no issues currently.
- Total cash on hand is **\$26,776.99**. This was a \$1,874.77 decrease from the previous month.
 - Prudent reserve has **\$13,008.67**. This amount is basically unchanged other than small interest accruals.
 - The main checking account ended the month with **\$12,368.32**. This account saw a decrease of \$1,876.43 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. July expense trends were reversed in August and contributions and sales seem stable. The main issue we need to resolve short-term is the CPA support.

Yours in Service,
 Alex
 Treasurer



PO Box 324 Vancouver, WA 98666-0324

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

Statement Start	08/01/2022
Statement End	08/31/2022
Member Number	XXXXXXXXXX
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FreeB Business Checking **5662		Beginning Balance	Withdrawals/ Fees	Deposits	Ending Balance	
		\$14,244.75	\$7,505.21	\$5,628.78	\$12,368.32	
Date	Transaction Description			Debits	Credits	Balance
08/01	External Withdrawal BCM 877-861-8008 - CASH C&D			\$5.00		\$14,239.75
08/01	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704				\$91.06	\$14,330.81
08/01	Point Of Sale Withdrawal OFFICE MAX/OFFI 13875 SE MILL PL S1VANCOUVER WAUS			\$195.81		\$14,135.00
08/01	Check 9158			\$65.00		\$14,070.00
08/02	Point Of Sale Withdrawal MSFT * E0300JOIBP 800-6427676 WAUS			\$8.96		\$14,061.04
08/02	External Withdrawal WA DEPT REVENUE - TAX PYMT 9377086			\$614.52		\$13,446.52
08/02	External Deposit Columbia Bank - A2A TRNSFR District 7 Alco				\$25.00	\$13,471.52
08/02	External Withdrawal MERCHANT SERVICE MERCHANT ACTIVITY - MERCH FEE 8028043704			\$72.65		\$13,398.87
08/02	Check 8880			\$1,012.36		\$12,386.51
08/02	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704				\$78.15	\$12,464.66
08/02	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704				\$8.13	\$12,472.79
08/03	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704				\$53.39	\$12,526.18
08/04	External Withdrawal MT HAMILTON HOLD - SALE			\$1,092.03		\$11,434.15
08/04	External Withdrawal BUTTERFIELD ASSO - SALE			\$65.00		\$11,369.15
08/04	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704				\$39.02	\$11,408.17
08/05	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704				\$95.75	\$11,503.92
08/08	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704				\$29.27	\$11,533.19
08/09	Point Of Sale Withdrawal AAWS PUBLISHING 212-8703023 NYUS			\$133.50		\$11,399.69
08/09	Point Of Sale Withdrawal ROYAL BUSINESS SYSTSPOKANE WAUS			\$166.92		\$11,232.77
08/10	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704				\$120.53	\$11,353.30
08/11	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704				\$129.54	\$11,482.84



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Date	Transaction Description	Debits	Credits	Balance
08/12	Point Of Sale Withdrawal AAWS PUBLISHING 212-8703023 NYUS	\$300.92		\$11,181.92
08/12	External Withdrawal THE HARTFORD NWTBS CL SCIC ACH C - NWTBCLSCIC 4188548	\$49.98		\$11,131.94
08/12	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$95.80	\$11,227.74
08/12	External Withdrawal LEASE SERVICES - ACH PYMTS	\$139.29		\$11,088.45
08/15	External Withdrawal IRS - USATAXPYMT 270262700120544	\$563.92		\$10,524.53
08/15	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$52.57	\$10,577.10
08/15	Deposit		\$1,218.45	\$11,795.55
08/15	Deposit		\$445.07	\$12,240.62
08/15	Deposit		\$100.00	\$12,340.62
08/16	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$65.85	\$12,406.47
08/16	Point Of Sale Withdrawal Audible*DE3A93QO3 Amzn.com/bill NJUS	\$16.21		\$12,390.26
08/16	Check 8881	\$151.10		\$12,239.16
08/18	External Withdrawal COMCAST 8778101 800-COMCAST - 014783368	\$180.05		\$12,059.11
08/18	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$52.03	\$12,111.14
08/18	Check 8882	\$1,123.98		\$10,987.16
08/19	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$35.55	\$11,022.71
08/20	Point Of Sale Withdrawal AAWS PUBLISHING 212-8703023 NYUS	\$541.80		\$10,480.91
08/22	External Withdrawal CLARK UTILITIES ELECT BILL - CLARKPUB	\$55.88		\$10,425.03
08/22	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$122.54	\$10,547.57
08/22	Deposit		\$830.89	\$11,378.46
08/22	Deposit		\$418.45	\$11,796.91
08/23	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$82.16	\$11,879.07
08/24	Point Of Sale Withdrawal HAZELDEN PUBLISHING651-213-4005 MNUS	\$513.73		\$11,365.34
08/24	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$47.70	\$11,413.04
08/25	Point Of Sale Withdrawal WENDELL'S INC 763-5768200 MNUS	\$436.60		\$10,976.44
08/26	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$37.02	\$11,013.46
08/29	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$247.25	\$11,260.71
08/29	Deposit		\$427.81	\$11,688.52
08/29	Deposit		\$531.59	\$12,220.11
08/30	External Deposit Columbia Bank - A2A TRNSFR District 7 Alco		\$25.00	\$12,245.11
08/30	External Deposit MERCHANT SERVICE MERCHANT ACTIVITY - MERCH DEP 8028043704		\$90.79	\$12,335.90
08/31	Descriptive Deposit CR ADJ AUDIBLE 07/22-08/22		\$32.42	\$12,368.32



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Date	Transaction Description	Debits	Credits	Balance
Total Credits	(30)			\$5,628.78
Total Debits	(23)			\$7,505.21

Check#	Date	Amount	Check#	Date	Amount	Check#	Date	Amount
8880	08-02	\$1,012.36	8882	08-18	\$1,123.98			
8881	08-16	\$151.10	9158*	08-01	\$65.00			

* Alerts you of an out-of-sequence check number

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



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FreeB Business Checking **5696	Beginning Balance	Withdrawals/ Fees	Deposits	Ending Balance
	\$1,400.00	\$0.00	\$0.00	\$1,400.00

Total Credits (0)	\$0.00
Total Debits (0)	\$0.00

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



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Business Money Market Checking		Annual Percentage Rate	0.15%	Annual Percentage Yield Earned	0.15%	
**5753		Average Daily Balance	\$13,007.01	Dividends earned for this period	\$1.66	
				YTD Dividends Paid	\$5.42	
		Beginning Balance	Dividends/ Interest	Withdrawals/ Fees	Deposits	Ending Balance
		\$13,007.01	\$1.66	\$0.00	\$0.00	\$13,008.67
Date	Transaction Description			Debits	Credits	Balance
08/31	Credit Interest				\$1.66	\$13,008.67
Total Credits (1)						\$1.66
Total Debits (0)						\$0.00

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

Vancouver Area Intergroup
Profit & Loss
August 2022

	Aug 22	Jul 22	\$ Change	% Change	Aug 21	\$ Change	% Change	Jan - Aug 22
Ordinary Income/Expense								
Income								
AA	801.03	739.45	61.58	8.3%	841.05	(40.02)	(4.8)%	6,108.85
Non AA	1,735.59	1,725.95	9.64	0.6%	1,016.73	718.86	70.7%	13,109.83
Total Income	2,536.62	2,465.40	71.22	2.9%	1,857.78	678.84	36.5%	19,218.68
Cost of Goods Sold	3,126.95	2,200.64	926.31	42.1%	1,621.56	1,505.39	92.8%	15,390.92
Gross Profit	(590.33)	264.76	(855.09)	(323.0)%	236.22	(826.55)	(349.9)%	3,827.76
Expense								
Card Merchant Services	77.65	53.41	24.24	45.4%	60.21	17.44	29.0%	453.42
Fundraising Expenses	0.00	200.00	(200.00)	(100.0)%	0.00	0.00	0.0%	516.00
Office Supplies	251.48	26.96	224.52	832.8%	43.16	208.32	482.7%	1,341.72
Other Expenses	794.50	50.58	743.92	1,470.8%	119.07	675.43	567.3%	3,057.44
Payroll Expenses	1,687.90	4,432.89	(2,744.99)	(61.9)%	2,058.16	(370.26)	(18.0)%	22,665.02
Rents	2,490.27	1,231.32	1,258.95	102.2%	1,320.30	1,169.97	88.8%	11,709.84
Telephone & Utilities	235.93	446.81	(210.88)	(47.2)%	312.58	(76.65)	(24.5)%	2,142.53
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%	(8.50)	8.50	100.0%	0.00
Total Expense	5,537.73	6,441.97	(904.24)	(14.0)%	3,904.98	1,632.75	41.8%	41,885.97
Net Ordinary Income	(6,128.06)	(6,177.21)	49.15	0.8%	(3,668.76)	(2,459.30)	(67.0)%	(38,058.21)
Other Income/Expense								
Contributions								
Contributions - Groups	2,577.35	4,699.00	(2,121.65)	(45.2)%	1,613.69	963.66	59.7%	21,292.18
Contributions - Individuals	524.61	240.00	284.61	118.6%	888.69	(364.08)	(41.0)%	3,185.44
Contributions - Miscellaneous	0.00	287.41	(287.41)	(100.0)%	0.00	0.00	0.0%	1,057.18
Total Contributions	3,101.96	5,226.41	(2,124.45)	(40.7)%	2,502.38	599.58	24.0%	25,534.80
Fundraising Income	0.00	0.00	0.00	0.0%	345.50	(345.50)	(100.0)%	0.00
Miscellaneous Income	91.18	385.44	(294.26)	(76.3)%	150.42	(59.24)	(39.4)%	684.30
Total Other Income	3,193.14	5,611.85	(2,418.71)	(43.1)%	2,998.30	194.84	6.5%	26,219.10
Net Other Income	3,193.14	5,611.85	(2,418.71)	(43.1)%	2,998.30	194.84	6.5%	26,219.10
Net Income	(2,934.92)	(565.36)	(2,369.56)	(415.1)%	(670.46)	(2,264.46)	(337.8)%	(11,839.11)