

Vancouver Intergroup Treasurer's Report - November 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 are continuing to work with 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
- 2) We have entered into an agreement with a new Partner for Payroll Processing, Trey Voytilla of AsureSoftware
 - a. Deployed Business standard 26 pay periods with every other Friday being a payday.
 - b. Other priority payroll service features such as direct deposit and Customer Service availability were achieved.
- 3) We have entered in an Agreement with Andrea Curry of Pacific Northwest Small Business Solutions on a project basis to review and correct the QuickBooks inventory and accounting records
 - a. Work has begun with a physical inventory taken and process, we are awaiting adjustment recommendations
 - b. We will assess migration of our on-premise QuickBooks system to QuickBooks Online (QBO) and any possible impacts. **After a.**
 - 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

Some highlights/comments on the report are below:

- **Total income was \$6,463.38**
 - Merchandise sales were \$2,799.05
 - This is \$322.86 above monthly average sales for the year
 - Total contributions were \$3,664.33 (Almost double from September's \$1,862.50)
 - Group contributions of \$3,384.71 is \$769 above the monthly average for the year
 - Individual contribution of \$279.62 is \$89 below average
- 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 continuing to look into.
- Our **total expenses were \$4,740.57.**

- Expenses were \$304.55 below average for the month
- Total cash on hand is **\$2,5910.75**. This was a \$866.24 decrease from the previous month.
 - Prudent reserve has **\$13,013.09**. This amount is basically unchanged other than small interest accruals.
 - The main checking account ended the month with **\$13,051.90**. This account saw an increase of \$1,551.42 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.