

## NCIG / CENTRAL OFFICE FINANCE REPORT - MARCH 2023

**Income**

Income Source	Amount	Comments	QB # Category
7th Tradition Contributions	\$ 2,537.80	Individuals & Groups	5000
Faithful Fiver Contributions	\$ 288.44	Individuals	5020
Central Office	\$ 2,240.89	March 2023 Sales Total	
Literature Sales	\$ 1,133.44		5200
Chip Sales	\$ 727.95		5205
Recovery Item Sales	\$ 192.25		5210
NCIG Sales	\$ 173.25	Includes Newcomer Packets and Meeting Lists	7100
Shipping	\$ 14.00	New Hope Group Orders	5300
Savings Interest Earned	\$ 1.62	Quarterly	1009
Tradition 3 Workshop	\$ 16.00	3/19/202 event	5400
We Aren't A Glum Lot	\$ 6,470.76	Online, office, and at 3/18 event in-person (Venmo, PayPal, Credit Card, and Cash), see page 5	5400
<b>TOTAL INCOME</b>	<b>\$ 11,555.51</b>		

**Cost of Goods Sold (COGS)**

Expense	Amount	Notes	QB # Category
Cost of Literature	\$ 1,099.67	A.A.W.S. conference-approved Literature & Pamphlets. Literature from Hazelden, Grapevine, and Amazon (incl special orders)	6000
A.A. World Services	\$ 797.16		
Hazelden	\$ 82.52		
Grapevine	\$ 210.45		
Amazon	\$ 9.54		
Cost of Chips and Recovery Junk	\$ 568.28	From Recovery Shop, 90% chips	6025
Shipping	\$ 14.55	Order sent to New Hope Group in Frederick	6200
<b>Total Cost of Goods Sold (COGS)</b>	<b>\$ 1,682.50</b>		
<b>TOTAL GROSS INCOME</b>	<b>\$ 9,873.01</b>		

**Operating Expenses**

Expense	Amount	Notes	QB # Category
Comcast	\$ 183.51	Monthly, Cable Internet + Phone	7124
State Farm Insurance	\$ 37.66	Monthly	7150
El Dorado Artesian Springs	\$ 23.93	Monthly water & dispenser rental	7213
Zoom Software Subscription	\$ 17.20	Monthly, note price increase	7234
Quickbooks Software Subscription	\$ 176.54	Monthly, paid twice (no charge in Feb)	7235
Office Supplies	\$ 84.76	Occasional - Amazon: 4 small storage boxes for 2022 checks and receipts and archives; barcode labels, pack of large notepads for day watch notes	7300
Payroll Processing Fee	\$ 1.75	Monthly - A Quickbooks Fee passed on from Cache Accounting	7370

Office Manager Net Payroll	\$ 2,096.49	Monthly - actual paid at end of month with above processing fee. Slight increase due to different tax percentages for 2023 and Colorado's FAML I that started in January 2023 at \$12.08/month.	7600
Cache Accounting	\$ 24.00	Monthly (differs), payroll	7472
Central Office Rent	\$ 735.00	Monthly, February paid end of month	7500
Website: Cloudflare	\$ 20.00	Monthly, backup web server, speed boost	7754
MailChimp Automation & Email Platform	\$ 27.52	Monthly - our mailing list and subscription mechanism	7751
Special Event Expenses	\$ 1,200.00	Occasional, based on events	8000
3 Comedians for WAAGL	\$ 1,200.00		
<b>TOTAL EXPENSES</b>	<b>\$ 4,628.36</b>		
<b>NET MARCH INCOME</b>	<b>\$ 5,244.65</b>		

### March Actuals (Profit & Loss)

Income	\$	11,555.51
Expenses (COGS & Operating Expenses)	\$	6,310.86
<b>Net March Income</b>	<b>\$</b>	<b>5,244.65</b>

### 2023 Year to Date (YTD) Actuals (Profit & Loss)

Income	\$	24,566.07
Expenses (COGS & Operating Expense)	\$	20,039.66
<b>NET YTD INCOME as of March 2023</b>	<b>\$</b>	<b>4,526.41</b>

### Bank Statements - Canvas Credit Union

Checking Account - Ending Balance 3/31/23	\$	8,361.62
Savings Account/Prudent Reserve 3/31/23	\$	8,515.52
Current Checking Account Balance 4/14/23	\$	9,095.50

### Payroll Breakdown

<b>March Gross Payroll Salary</b>	<b>\$ 2,683.89</b>	
<b>Payroll Taxes (Employer FICA)</b>	<b>\$ 205.32</b>	paid to the IRS in May 2023
<b>Payroll Liabilities (Employee Portion)</b>		
Employee FICA	\$ (205.32)	paid to the IRS in May 2023
Federal Withholding	\$ (268.00)	paid to the IRS in May 2023
State Withholding	\$ (102.00)	paid to the IRS in May 2023
FAML I - Colorado	\$ (12.08)	paid to the Colorado Dept of Revenue in May 2023
<b>Total Employee Payroll Liabilities</b>	<b>\$ (587.40)</b>	
<b>March Net Payroll Salary</b>	<b>\$ 2,096.49</b>	Office Manager's net March pay
Payroll Processing Fee (Quickbooks)	\$ 1.75	Charged to NCIG & taken out before above is deposited
	<b>\$ 2,098.24</b>	Total taken out of NCIG's bank account
Hours	121.33	28 hours/week

### NOTES

## 7th Tradition Contributions by Group

Group Name	March Amount	YTD Amount
539		\$551.64
7am Freedom		\$3.00
AA Recovery Group of Windsor		\$240.50
Acceptance		\$196.58
Awakenings	<b>\$213.45</b>	\$598.41
Basic Text		\$80.72
Berthoud Group		\$50.00
Berthoud Hump Day		
Big Book Enthusiasts		
Big Book of Loveland		\$200.00
Breakfast with Bill and Bob		\$1,291.00
Broad Highway of Recovery (AI-Anon)		\$75.00
Burlington AA Group		
Campus Group		
Campus Group 2		\$60.90
Daily Noon Zoom	<b>\$284.62</b>	\$889.42
Early Worms		
Eaton Crow Group		
Fort Collins Group		
Friends of Bill W.		\$93.60
Friends of Bill W. 7 AM	<b>\$50.00</b>	\$82.98
Great Fact Group		
Greeley Group 2	<b>\$20.00</b>	\$60.00
Greeley High Noon		
Greeley Westside Group		\$40.00
GYST Harmony		\$226.00
Happy Destiny	<b>\$180.88</b>	\$299.30
High Noon FoCo		
Johnstown Primary Purpose		
Keep It Simple Group	<b>\$630.00</b>	\$956.00
Kitchen Table A.A.	<b>\$38.00</b>	\$38.00
Laporte 287 AA Group	<b>\$60.00</b>	\$172.00
Last House on the Block		\$858.06
Let Them Eat Cake		
Loveland AA Group	<b>\$109.66</b>	\$240.89
New Hope		
NOCO Pathfinders		\$150.00
Rule 62 YPAA	<b>\$17.40</b>	\$47.48
RUS		\$25.20
Shoulder to Shoulder	<b>\$364.80</b>	\$364.80
Spring Creek	<b>\$75.00</b>	\$75.00
Step Sisters	<b>\$20.00</b>	\$60.00
Sterling AA Group		
TNT Group (New Beginnings)		
Union Colony Group	<b>\$136.82</b>	\$477.19
Windsor Triangle		\$220.50
Windsor Women Unite AA		\$410.33
Women in Recovery		\$200.00
Women of F.A.I.T.H.		\$388.00
Women's Recovery Through the Steps	<b>\$120.00</b>	\$120.00
Women Steppin Up	<b>\$15.00</b>	\$45.00
Women Seeking Sobriety		
YAGBT	<b>\$25.00</b>	\$25.00
Your Life Group		\$30.00
<b>TOTAL March 2023 GROUP CONTRIBUTIONS</b>	<b>\$2,360.63</b>	<b>\$9,942.50</b>

**23-Feb** \$2,650.55

**Jan-23** \$5,112.20

## Projected April 2023 Expenses Budget

Expense	Total Amount	Notes / Detail
Ink Works	\$ 150.00	Meeting lists, newcomer packet
A.A. World Services	\$ 850.00	A.A. literature re-stock
Recovery Shop	\$ 300.00	Medallions (chips), Cards, Stickers, and special orders
Hazelden	\$ 65.00	Literature
<b>Literature &amp; Recovery Goods (COGS)</b>	<b>\$ 1,365.00</b>	
Expense	Amount	Notes
Central Office Rent	\$ 735.00	Monthly
State Farm Insurance	\$ 37.66	Monthly
El Dorado Artesian Springs	\$ 6.45	Monthly (water), varies
Mail Chimp Software Subscription	\$ 27.52	Monthly - email marketing software
Comcast	\$ 183.51	Monthly, Cable Internet + Phone
Zoom Software Subscription	\$ 16.12	Monthly
Quickbooks Software Subscription	\$ 176.54	Monthly, bookkeeping for Feb & March (no Feb payment so it is doubled in March)
Office Supplies	\$ 100.00	Monthly (as needed)
City & State Sales Tax	\$ 300.00	Quarterly
Cloudflare	\$ 20.00	Monthly Website Boost & Backup
Quickbooks Payroll Processing Fee	\$ 1.75	Payroll Processing Fee
Office Manager Monthly Salary	\$ 2,096.49	Monthly - actual paid at end of month
Cache Accounting	\$ 270.00	March Payroll and phone calls (Beth and Karen, etc). Partially contesting due to mistake on the hours.
<b>Total Operating Expense</b>	<b>\$ 3,971.04</b>	
<b>TOTAL PROJECTED APRIL BUDGET</b>	<b>\$ 5,336.04</b>	paid bn 4/1 - 4/14 in red*

\*Some COGS expenses as well

## Payroll Detail - For Reference

The January 2023 finance report included the 4th Quarter federal payroll and liability taxes for Oct, Nov, Dec 2022.

The **state withholding** that comes out of the gross pay was paid February 1st, which was **\$321**. Every employer is obligated to remit all payroll liabilities, what comes out of an employee's gross pay, to the IRS every quarter.

The Office Manager gross salary is \$32,206.68. The monthly gross is **\$2,683.89**.

Q4 - \$2,683.89 x 3 = **\$8,051.67**

The **employee FICA** is 7.65% of the above amount = **\$615.95** for Q4 (which is a payroll liability for NCIG for which they are "obligated to remit" as part of the gross salary). In addition, the employee federal withholding is **\$867**. The federal (FICA & withholding) total is **\$1,482.95**.

The state withholding is 3.99% of \$8,051.67, which is **\$321**. Colorado rounds up or down.

NCIG's (**the employer's**) **FICA** is also 7.65% of the above amount, \$8,051.67, which is the same: **\$615.95** for Q4. This is the "Payroll Taxes."

<b>WE AREN'T A GLUM LOT Comedy Night</b>	
<b>INCOME (Donations)</b>	
Online and Credit*	\$ 2,080.04
Office (cash and check)	\$ 80.00
Cash and Check (day of)	\$ 2,754.00
Venmo and PayPal*	\$ 1,845.30
<b>Total Income</b>	<b>\$ 6,759.34</b>
<b>EXPENSES</b>	
Comedians	\$ 1,200.00
Rialto Theater	\$ 492.00
Fliers	\$ 9.45
<b>Total Expenses</b>	<b>\$ 1,701.45</b>
<b>NET INCOME</b>	<b>\$ 5,057.89</b>
* After fees (from Square and PayPal)	