

NCIG / CENTRAL OFFICE FINANCE REPORT - APRIL 2023

Income

Income Source	Amount	Comments	QB # Category
7th Tradition Contributions	\$ 1,888.54	Individuals & Groups	5000
Faithful Fiver Contributions	\$ 287.90	Individuals	5020
Central Office	\$ 1,486.15	April 2023 Sales Total	
Literature Sales	\$ 1,013.50		5200
Chip Sales	\$ 358.40		5205
Recovery Item Sales	\$ 46.50		5210
NCIG Sales	\$ 65.75	Includes Newcomer Packets and Meeting Lists	7100
Shipping	\$ 2.00	New Hope Group Order	5300
Rialto Theater Return Credit	\$ 41.00	From We Aren't A Glum Lot	5400
TOTAL APRIL INCOME	\$ 3,703.59		

Cost of Goods Sold (COGS)

Expense	Amount	Notes	QB # Category
Cost of Literature	\$ 800.61	A.A.W.S. conference-approved Literature & Pamphlets. Literature from Hazelden and Amazon (incl special orders)	6000
A.A. World Services	\$ 601.46	Breakdown of the Cost of Literature	
Hazelden	\$ 147.42		
Amazon	\$ 51.73		
Cost of Chips and Recovery Junk	\$ 330.94	From Recovery Shop & Token Shop, 90% chips	6025
Cost of Printing (Ink Works)	\$ 74.32	NCIG items sold tax-free	6200
Shipping	\$ 2.94	Order sent to New Hope Group in Frederick	6200
Total Cost of Goods Sold (COGS)	\$ 1,208.81		
TOTAL GROSS INCOME	\$ 2,494.78		

Operating Expenses

Expense	Amount	Notes	QB # Category
Comcast	\$ 183.51	Monthly: Cable Internet + Phone Service	7124
State Farm Insurance	\$ 37.66	Monthly	7150
El Dorado Artesian Springs	\$ 6.45	Monthly: water & dispenser rental	7213
Zoom Software Subscription	\$ 17.20	Monthly	7234
Quickbooks Software Subscription	\$ 88.27	Monthly	7235
Office Supplies	\$ 88.03	Occasional - envelopes, folder, hanging file folders, pens, tape	7300
Payroll Processing Fee	\$ 1.75	Monthly - A Quickbooks Fee passed on from Cache Accounting	3300
Office Manager Net Payroll	\$ 2,096.49	Monthly - actual paid at end of month with above processing fee.	7600
Cache Accounting	\$ 270.00	Monthly (differs), payroll, all the questions	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 Automated Email Platform	\$ 27.52	Monthly - our mailing list and subscription mechanism	7751
Payroll Taxes (Employer FICA)	\$ 615.95	Quarterly - Q1	7400
Payroll Liabilities (Employee)	\$ 1,419.95	Quarterly - Q1 (FICA and Withholding)	3200
Payroll Liabilities (State)	\$ 306.00	Quarterly - Q1 (Withholding)	3200
FAMLI - Colorado Initiative	\$ 36.23	Quarterly - Q1 (started in Jan 2023)	7332
Sales Tax (City)	\$ 183.49	Quarterly - Q1	7911
Sales Tax (State)	\$ 168.16	Quarterly - Q1	7912
TOTAL EXPENSES	\$ 6,301.66		
NET APRIL INCOME	\$ (3,806.88)		

April Actuals (Profit & Loss)

Income	\$ 3,703.59
Expenses (COGS & Operating Expenses)	\$ 7,510.47
Net April Income	\$ (3,806.88)

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

Income	\$ 28,269.66
Expenses (COGS & Operating Expense)	\$ 27,550.13
Net YTD Income	\$ 719.53

Bank Statements - Canvas Credit Union

Checking Account - Ending Balance 4/30/23	\$ 4,473.02
Savings Account/Prudent Reserve 4/30/23	\$ 8,515.52
Current Checking Account Balance 5/9/23	\$ 5,501.08

Monthly Payroll Breakdown

Monthly Payroll Breakdown		NOTES
April Gross Payroll Salary	\$ 2,683.89	
Payroll Taxes (Employer FICA)	\$ (205.32)	paid to the IRS in Q2 (7/2023)
Payroll Liabilities (Employee)	\$ (587.40)	
April Net Payroll Salary	\$ 2,096.49	Office Manager's net April 2023 pay
Payroll Processing Fee (Quickbooks)	\$ 1.75	Charged to NCIG & taken out before above is deposited
Total taken out of NCIG's bank account on 4/27/2023	\$ 2,098.24	
Hours	121.33	28 hours/week

7th Tradition Contributions by Group

Group Name	April Amount	YTD Amount
539		\$551.64
7am Freedom		\$3.00
AA Recovery Group of Windsor	\$244.17	\$484.67
Acceptance	\$36.23	\$232.81
Awakenings	\$83.38	\$681.79
Basic Text		\$80.72
Berthoud Group		\$50.00
Berthoud Hump Day		
Big Book Enthusiasts		
Big Book of Loveland	\$50.00	\$250.00
Breakfast with Bill and Bob		\$1,291.00
Broad Highway of Recovery (AI-Anon)	\$75.00	\$150.00
Burlington AA Group		
Campus Group		
Campus Group 2		\$60.90
Daily Noon Zoom		\$889.42
Early Worms		
Eaton Crow Group		
Fort Collins Group		
Friends of Bill W.		\$93.60
Friends of Bill W. 7 AM	\$30.00	\$112.98
Great Fact Group		
Greeley Group 2	\$20.00	\$80.00
Greeley High Noon		
Greeley Westside Group	\$67.00	\$107.00
GYST Harmony		\$226.00
Happy Destiny		\$299.30
High Noon FoCo		
Johnstown Primary Purpose	\$400.92	\$400.92
Keep It Simple Group	\$389.00	\$1,345.00
Kitchen Table A.A.		\$38.00
Laporte 287 AA Group		\$172.00
Last House on the Block		\$858.06
Let Them Eat Cake		
Loveland AA Group		\$240.89
New Beginnings		
New Hope		
NOCO Pathfinders		\$150.00
Rule 62 YPAA	\$20.00	\$67.48
RUS	\$39.42	\$64.62
Shoulder to Shoulder		\$364.80
Spring Creek		\$75.00
Step Sisters	\$20.00	\$80.00
Sterling AA Group		
Union Colony Group		\$477.19
Windsor Triangle	\$356.12	\$576.62
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		\$120.00
Women Steppin Up	\$15.00	\$60.00
Women Seeking Sobriety		
YAGBT		\$25.00
Your Life Group		\$30.00
TOTAL GROUP CONTRIBUTIONS	\$1,846.24	\$11,788.74

Mar-23 \$2,360.63

23-Feb \$2,650.55

Projected May 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
Literature & Recovery Goods (COGS)	\$ 1,365.00	
Expense	Amount	Notes
Central Office Rent	\$ 735.00	Monthly
State Farm Insurance	\$ 37.66	Monthly
El Dorado Artesian Springs	\$ 21.00	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	\$ 88.27	Monthly, bookkeeping for May
Office Supplies	\$ 70.00	Monthly (as needed)
Cache Accounting	\$ 66.00	payroll, sales tax, and FAMLI report
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
Total Operating Expense	\$ 3,363.32	
TOTAL PROJECTED MAY BUDGET	\$ 4,728.32	paid bn 5/1 - 5/9 in red*

*Some COGS expenses as well

Payroll Detail - For Reference

The April 2023 finance report includes the 1st Quarter federal payroll and liability taxes for Jan, Feb, March 2023.

The **state withholding** that comes out of the gross pay was paid April 28th, which was **\$306**. Every employer is obligated to remit all payroll liabilities, what comes out of an employee's gross pay, to the IRS & State every quarter.

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

Q1 gross salary --> \$2,683.89 x 3 = **\$8,051.67**

The **employee FICA** is 7.65% of the above amount = **\$615.95** for Q1 (which is a payroll liability NCIG is "obligated to remit" as part of the gross salary) and the employee federal withholding is \$804 -- totaling **\$1,419.95**.

In 2023, the FAMLI Colorado (Initiative) started and is \$12.08 per month of the gross pay.

In Q1, \$12.08 x 3 = **\$36.24**. This is also part of the Payroll Liabilities.

NCIG's (**the employer's**) **FICA** is also 7.65% of the gross pay amount for Q1, \$8,051.67, which is the same as the employee's FICA): \$205.32 x 3 = **\$615.95** for Q1. This is the "Payroll Taxes."

The federal payroll liabilities and taxes are paid together by our accountant every calendar.