

NCIG Budget Narrative for 2021

2020 has been quite a year. Due to the pandemic and the State and Local ordinances, most meetings moved online and remain there. Our literature sales, 7th tradition donations, and fundraisers were directly impacted by this disruption. Despite that, our AA community was able to support NCIG in a profound way. NCIG also moved online, and our office made tremendous efforts to trim our operating expenses, support our community, and keep our doors open.

Looking ahead at 2021, we are still facing a pandemic and restrictions on in-person meetings due to COVID. Our budget is an attempt to plan for what our projected income and operating expenses will be, so that we can move forward with intention and clarity. This is a work in progress, and we expect it to change through the year, as we adapt and grow to the circumstances around us.

Income

INCOME	2019	2020	2021 (projected)
5000 7th Tradition Income	\$ 27,421.27	\$ 40,169.11	\$ 33,795.19
5020 Faithful Fivers	\$ -	\$ 964.57	\$ 1,500.00
5200 Literature Sales Income	\$ 24,237.49	\$ 10,178.33	\$ 17,207.91
5205 Medallion Sales Income	\$ -	\$ 376.66	\$ 450.00
5210 Recovery Sales Income	\$ -	\$ 358.05	\$ 500.00
5300 Shipping Income	\$ 18.00	\$ 63.30	\$ 40.65
5400 Special Events Income	\$ 15,484.16	\$ 7,480.55	\$ 11,482.36
7100 Sales of CO Lit Income	\$ -	\$ 55.25	\$ 200.00
Total Income	\$ 67,160.92	\$ 59,645.82	\$ 65,176.11

Our projected income is primarily based on the average past two years. We do not expect 2021 will look like 2019 with large gatherings and in person meetings, and yet we hope not to be as restricted as we have been in 2020. With the vaccine available, we plan to be at some level of normalcy before the year is over. Overall we hope to have a 9% increase in our Income in 2021 from 2020.

7th Tradition donations are the main source of income for the Central Office and we hope it will stay that way. 7th Tradition donations were up 46% in 2020, which is a testament to the commitment the AA community has to the Central Office. We hope this trend continues; however, we want to be realistic and it's still unclear what a steady 7th tradition income will look like for NCIG in the future. The main services we offer the community are the meeting lists, 24-hour phone services, and literature sales. Toward that end, we are planning to redo our website. This will integrate the fortcollinsaa.com website into the Northcoloradoaa.org website and facilitate finding meetings whether online or in person. We hope to do more group outreach and offer NCIG services to more groups in our service area, as well as give folks information about how they can support us through the 7th Tradition contribution.

Literature sales were down more than 50% in 2020, and we hope to see that trend reverse this year with offering curbside pickup and being open more as restrictions lessen. We offer a wide array of literature for sale for many 12 step programs, we do special orders, and we have chips, medallions and meeting lists available for sale as well. We saw that literature sales took a nosedive when the pandemic hit, and though we've seen literature sales increase steadily over the course of 2020, it's not close to pre-COVID levels. Until we are meeting in person again, it is hard to tell what literature income will be like.

Our newly formed Fundraising and Events Committee has taken shape and plans to host strategic events this year to carry the message, provide opportunities for service, and raise money for NCIG basic operations. We plan to have one fundraising event per quarter online and potentially in person, consisting of both smaller Alcathons and bigger events like Sober Songs, which was a huge success.

Faithful Fivers is a program that we hope will grow in popularity in 2021 and beyond. Due to the consistent support this program provides, and the simplicity it provides donors, we hope this is a good option for individuals wanting to support our mission. We hope to make this 7th Tradition option more appealing and easier to sign up.

Expenses

EXPENSES	2019	2020	2021 (projected)
7000 Bank Charges	\$2,174.54	\$529.19	\$3.95
7050 Contract Labor (Outside Svcs)	\$4,332.11	\$700.00	\$0.00
7055 Conference Costs (ICOAA)		\$30.79	\$0.00
7070 Depreciation Expense	\$17.21	\$0.00	\$0.00
7100 Food/Meals	\$725.57	\$82.83	\$0.00
7125 Telephone and Cable	\$1,729.18	\$978.18	\$1,740.00
7150 Insurance	\$484.96	\$474.96	\$474.96
7200 Computer & Printer Expenses	\$453.88	\$0.00	\$782.00
7232 Merchant Device		\$0.00	\$353.78
7233 Merchant Fees	\$0.00	\$1,119.96	\$855.00
7234 Zoom Subscription	\$0.00	\$128.96	\$193.44
7235 Quickbooks Subscription	\$0.00	\$436.20	\$872.40
7250 Licenses & Fees	\$10.00	\$43.04	\$23.04
7270 Office Expenses	\$167.22	\$53.24	\$0.00
7279 Grapevine Subscription	\$0.00	\$78.21	\$78.21
Total 7300 Office Supplies	\$5,174.80	\$1,688.66	\$130.00
7350 Parking Expenses	\$240.00	\$235.00	\$235.00
Total 7370 Payroll Expenses	\$23,313.86	\$25,295.63	\$32,706.72
7450 Postage	\$421.63	\$154.19	\$45.00
Total 7470 Professional fees	\$1,755.20	\$2,529.80	\$1,200.00
7500 Rent	\$8,580.00	\$8,160.00	\$8,160.00
7650 Software	\$144.96	\$23.35	\$56.04
7740 Vendor Fee	-\$34.37	\$0.00	\$0.00
Total 7750 Website	\$204.00	\$411.73	\$273.32
7899 Checking Accessories	\$0.00	\$23.33	\$23.90
Total 7900 Taxes Paid	\$0.00	\$1,057.36	\$1,050.00
8000 Special Events Expense	\$3,539.84	\$366.69	\$0.00
Total Expenses	\$53,434.59	\$44,601.30	\$48,902.98

In 2020, we cut as many expenses as we could and recognized some new expenses. We stopped purchasing anything not essential to our core operations and decreased our overall operating expenses by 17%, or approximately \$8800 from 2019 to 2020. Much of the decrease in costs were on account of taking the bookkeeping and website maintenance in house, as well as spending freezes on office

supplies, food, and printer ink. Additionally, we changed banks and vendors to reduce fees. In 2021, we would like to keep our operating expenses low and look for new ways to run a less expensive operation.

We do plan to increase our expenses with an increase to our Office Manager's hours worked from 20 to 28. The Steering Committee unanimously believes that more time is needed in the office to run daily operations. Beth started in March and essentially moved us to a 100% virtual operation while simultaneously onboarding into the role with a completely new Steering Committee. She was instrumental in keeping our phone services available and meeting lists up to date when everyone was moving online. She took over the bookkeeping and website maintenance, both of which used to be outsourced and take a considerable amount of time. This is also one of the main reasons we saw such a dramatic decrease in expenses in 2020. In 2021, we are projecting a 10% increase in office operations due primarily to a salary increase for our Office Manager. We believe this is required due to the role taking on additional scope.

Finally, we are budgeting for a new laptop computer for the Office Manager because it is important to have a computer that can be used for remote work given the circumstances, and Beth's been using her personal laptop for the past 9 months.

Net Income

SUMMARY	2019	2020	2021 (projected)
Total Income	\$67,160.92	\$59,645.82	\$65,176.11
Total Cost of Goods Sold	\$12,938.82	\$8,506.92	\$10,966.86
Gross Profit	\$54,222.10	\$51,138.90	\$54,209.25
Total Expenses	\$53,434.59	\$44,601.30	\$48,902.98
Net Operating Income	\$787.51	\$6,537.60	\$5,306.27
Total Other Expenses	\$0.00	-\$729.14	\$0.00
Total Other Income	\$0.00	\$0.13	\$8.32
Net Income	\$787.51	\$5,808.59	\$5,314.59

At the end of 2020, NCIG recognized just under \$6,000 in Net Income. This is critical because it means we can cover our annual expenses, and it will allow us to build our Prudent Reserve. Coming into the pandemic, we did not have a Prudent Reserve. Halfway through the year, the Steering Committee voted to create a Prudent Reserve of \$20,000 that equates to roughly 6 months of operating expenses. As 2020 came to a close, the Central Office has put a total of \$3,005.13 towards our Prudent Reserve, and has \$13,046.85 in our bank accounts.

In 2021, we hope to continue this effort towards creating a Prudent Reserve. We believe that this 2021 Budget helps us to work towards that goal. We expect that our Budget will need to be adjusted as we go through the year and adapt to the changing circumstances of these unprecedented times. We believe this is a good place to start, and we are excited to continue to serve the Northern Colorado AA community in more profound ways in 2021 and beyond.