

## NCIG / CENTRAL OFFICE FINANCE REPORT - MAY 2023

**Income**

Income Source	Amount	Comments	QB # Category
7th Tradition Contributions	\$ 4,160.28	Individuals & Groups	5000
Faithful Fiver Contributions	\$ 191.43	Individuals	5020
Central Office	\$ 1,242.35	May 2023 Sales Total	
Literature Sales	\$ 934.85		5200
Chip Sales	\$ 179.25		5205
Recovery Item Sales	\$ 43.50		5210
NCIG Sales	\$ 82.50	Includes Newcomer Packets and Meeting Lists	7100
Shipping	\$ 2.25	New Hope Group Order	5300
Amazon Smile	\$ 15.98	Last of Amazon Smile Payments/Donations	
<b>TOTAL MAY INCOME</b>	<b>\$ 5,610.04</b>		

**Cost of Goods Sold (COGS)**

Expense	Amount	Notes	QB # Category
Cost of Literature	\$ 716.83	A.A.W.S. conference-approved Literature & Pamphlets. Literature from Hazelden and Amazon (incl special orders)	6000
A.A. World Services	\$ 501.61	Breakdown of the Cost of Literature	
Hazelden	\$ 138.25		
Grapevine	\$ 76.97		
Cost of Chips and Recovery Junk	\$ 253.68	From Recovery Shop & Token Shop, 90% chips	6025
Cost of Printing (Ink Works)	\$ 58.26	NCIG items sold tax-free	6200
Shipping	\$ 5.40	Order sent to New Hope Group in Frederick	6200
<b>Total Cost of Goods Sold (COGS)</b>	<b>\$ 1,034.17</b>		
<b>TOTAL GROSS INCOME</b>	<b>\$ 4,575.87</b>		

**Administrative & Operating Expenses**

Expense	Amount	Notes	QB # Category
Comcast	\$ 183.41	Monthly: Cable Internet + Phone Service	7124
State Farm Insurance	\$ 37.66	Monthly	7150
El Dorado Artesian Springs	\$ 31.93	Monthly: water & dispenser rental	7213
Zoom Software Subscription	\$ 17.20	Monthly	7234
Quickbooks Software Subscription	\$ 88.27	Monthly	7235
Office Supplies & Expenses	\$ 52.66	Occasional - office forms printed, candy for awesome volunteers, padded envelopes	7300
Central Office Rent	\$ 735.00	Monthly	7500
Website: Cloudflare	\$ 25.00	Monthly - price rose \$5	7754
MailChimp Automated Email Platform	\$ 27.52	Monthly - mailing list and subscription svcs	7751
Payroll Processing Fee	\$ 1.75	Monthly - Quickbooks Deposit Fee	3300
Office Manager Net Payroll	\$ 2,096.49	Monthly - actual paid	7600
<b>TOTAL EXPENSES</b>	<b>\$ 3,296.89</b>		
<b>NET MAY INCOME</b>	<b>\$ 1,278.98</b>		

### May Actuals (Profit & Loss)

Income	\$	5,610.04
Expenses (COGS & Operating Expenses)	\$	4,331.06
<b>Net May Income</b>	<b>\$</b>	<b>1,278.98</b>

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

Income	\$	33,879.70
Expenses (COGS & Operating Expense)	\$	31,881.19
<b>Net YTD Income</b>	<b>\$</b>	<b>1,998.51</b>

### Bank Statements - Canvas Credit Union

Checking Account - Ending Balance 5/31/23	\$	6,385.65
Savings Account/Prudent Reserve 5/31/23	\$	8,515.52
Current Checking Account Balance 6/11/23	\$	7,458.85

### Monthly Payroll Breakdown

#### NOTES

<b>May Gross Payroll Salary</b>	<b>\$</b>	<b>2,683.89</b>	
<b>May Payroll Taxes (Employer FICA)</b>	<b>\$</b>	<b>205.32</b>	<i>paid to the IRS in Q2 (7/2023)</i>
<b>May Payroll Liabilities (Employee)</b>	<b>\$</b>	<b>(587.40)</b>	<i>FICA, FAMILI, and Withholding</i>
<b>May Net Payroll Salary</b>	<b>\$</b>	<b>2,096.49</b>	<i>Office Manager's net May 2023 pay</i>
Payroll Processing Fee (Quickbooks)	\$	1.75	<i>Charged to NCIG &amp; taken out before above is deposited</i>
<b>Total taken out of NCIG's bank account on 5/30/2023</b>	<b>\$</b>	<b>2,098.24</b>	
Hours		121.33	<i>28 hours/week</i>

## 7th Tradition Contributions by Group

Group Name	May Amount	YTD Amount
539		\$551.64
7am Freedom		\$3.00
AA Recovery Group of Windsor		\$484.67
Acceptance		\$232.81
Awakenings		\$681.79
Basic Text		\$80.72
Berthoud Group		\$50.00
Berthoud Hump Day		
Big Book Enthusiasts		
Big Book of Loveland	\$50.00	\$300.00
Breakfast with Bill and Bob	\$1,000.00	\$2,291.00
Broad Highway of Recovery (AI-Anon)	\$50.00	\$200.00
Burlington AA Group		
Campus Group		
Campus Group 2		\$60.90
Daily Noon Zoom	\$683.03	\$1,572.45
Early Worms		
Eaton Crow Group		
Fort Collins Group		
Friends of Bill W.		\$93.60
Friends of Bill W. 7 AM	\$10.00	\$122.98
Great Fact Group		
Greeley Group 2	\$20.00	\$100.00
Greeley High Noon		
Greeley Westside Group		\$107.00
GYST Harmony		\$226.00
Happy Destiny	\$148.52	\$447.82
High Noon FoCo		
Johnstown Primary Purpose	\$78.00	\$478.92
Keep It Simple Group	\$317.00	\$1,662.00
Kitchen Table A.A.		\$38.00
Laporte 287 AA Group		\$172.00
Last House on the Block	\$1,360.00	\$2,218.06
Let Them Eat Cake		
Loveland AA Group	\$125.72	\$366.61
New Beginnings		
New Hope		
NOCO Pathfinders		\$150.00
Rule 62 YPAA	\$20.20	\$87.68
RUS		\$64.62
Shoulder to Shoulder		\$364.80
Spring Creek		\$75.00
Step Sisters	\$20.00	\$100.00
Sterling AA Group		
Union Colony Group		\$477.19
Windsor Triangle		\$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	\$75.00
Women Seeking Sobriety		
YAGBT		\$25.00
Your Life Group	\$30.00	\$60.00
<b>TOTAL MAY GROUP CONTRIBUTIONS</b>	<b>\$3,927.47</b>	<b>\$15,716.21</b>

Apr-23 \$1,846.24

Mar-23 \$2,360.63

## Projected June 2023 Expenses Budget

Expense	Total Amount	Notes / Detail
Ink Works	\$ 100.00	Meeting lists, newcomer packet
A.A. World Services	\$ 800.00	A.A. literature re-stock
Recovery Shop	\$ 300.00	Medallions (chips), Cards, Stickers, and special orders
Amazon	\$ 65.00	Literature that sells, special orders
Hazelden	\$ 175.00	Literature, special Orders
<b>Literature &amp; Recovery Goods (COGS)</b>	<b>\$ 1,440.00</b>	
Central Office Rent	\$ 735.00	Monthly
State Farm Insurance	\$ 37.66	Monthly
El Dorado Artesian Springs	\$ 7.00	Monthly (water), varies
Mail Chimp Software Subscription	\$ 27.52	Monthly - email marketing software
Comcast	\$ 183.49	Monthly, Cable Internet + Phone
Zoom Software Subscription	\$ 17.20	Monthly
Quickbooks Software Subscription	\$ 88.27	Monthly, bookkeeping for May
Office Supplies	\$ 60.00	Monthly (as needed)
Cache Accounting	\$ 66.00	payroll, sales tax, and FAMLI report
Cloudflare	\$ 25.00	Monthly Website Boost & Backup
<b>Total Operating Expense</b>	<b>\$ 1,247.14</b>	
Quickbooks Payroll Processing Fee	\$ 1.75	Payroll Processing Fee
Office Manager Monthly Net Salary	\$ 2,096.49	Monthly - actual paid at end of month
<b>Total Administrative Expense</b>	<b>\$ 2,098.24</b>	
<b>TOTAL PROJECTED JUNE BUDGET</b>	<b>\$ 4,785.38</b>	<b>paid bn 6/1 - 6/11 in red*</b>

\*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 -->  $\$2,683.89 \times 3 = \mathbf{\$8,051.67}$

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,  $\$12.08 \times 3 = \mathbf{\$36.24}$ . 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):  $\$205.32 \times 3 = \mathbf{\$615.95}$  for Q1. This is the "Payroll Taxes."

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