

NCIG / CENTRAL OFFICE FINANCE REPORT - JUNE 2023

Income

Income Source	Amount	Comments	QB # Category
7th Tradition Contributions	\$ 2,027.27	Individuals & Groups	5000
Faithful Fiver Contributions	\$ 286.43	Individuals	5020
Central Office	\$ 1,241.81	June 2023 Sales Total	
<i>Literature Sales</i>	\$ 679.40		5200
<i>Chip Sales</i>	\$ 337.60		5205
<i>Recovery Item Sales</i>	\$ 147.70		5210
<i>NCIG Sales</i>	\$ 67.00	Includes Newcomer Packets and Meeting Lists	7100
<i>Shipping</i>	\$ 10.11	Special Order	5300
Interest Earned Q2	\$ 2.13	Prudent Reserve account	9000
Tradition 5 Workshop	\$ 46.96	Prudent Reserve account	5400
TOTAL JUNE INCOME	\$ 3,604.60		

Cost of Goods Sold (COGS)

Expense	Amount	Notes	QB # Category
Cost of Literature	\$ 1,362.82	A.A.W.S. conference-approved Literature & Pamphlets. Hazelden and Amazon (incl special orders) - AAWS BACKORDERS	6000
<i>A.A. World Services</i>	\$ 1,051.20	Breakdown of the Cost of Literature	
<i>Hazelden</i>	\$ 206.67		
<i>Amazon</i>	\$ 104.95		
Cost of Chips and Recovery Items	\$ 165.01	From Recovery Shop 90% chips	6025
Cost of Printing (Ink Works)	\$ 87.36	NCIG items sold tax-free	6200
Total Cost of Goods Sold (COGS)	\$ 1,615.19		
TOTAL GROSS INCOME	\$ 1,989.41		

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	\$ 17.81	Monthly: water & dispenser rental	7213
Zoom Software Subscription	\$ 17.20	Monthly	7234
Quickbooks Software Subscription	\$ 88.27	Monthly	7235
Office Supplies & Expenses	\$ 67.80	Occasional - office forms, binder, barcodes, 400 coffee cups	7300
Central Office Rent	\$ 735.00	Monthly	7500
Website: Cloudflare	\$ 25.00	Monthly	7754
MailChimp Automated Email Platform	\$ 27.52	Monthly - mailing list and subscription svcs	7751
Cache Accounting	\$ 66.00	Monthly - 2 Payroll months + questions	7472
Payroll Processing Fee	\$ 1.75	Monthly - Quickbooks Deposit Fee	3300
Office Manager Net Payroll	\$ 2,096.49	Monthly - actual paid	7600
TOTAL EXPENSES	\$ 3,363.91		

NET JUNE INCOME \$ (1,374.50)

June Actuals (Profit & Loss)

Income	\$	3,604.60
Expenses (COGS & Operating Expenses)	\$	4,979.10
Net June Income	\$	(1,374.50)

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

Income	\$	37,484.30
Expenses (COGS & Operating Expense)	\$	36,860.29
Net YTD Income	\$	624.01

Bank Statements - Canvas Credit Union

Checking Account - Ending Balance 6/30/23	\$	5,218.02
Savings Account/Prudent Reserve 6/30/23	\$	8,517.65
Current Checking Account Balance 7/4/23	\$	5,522.69

Monthly Payroll Breakdown**NOTES**

June Gross Payroll Salary	\$	2,683.89	
June Payroll Taxes (Employer FICA)	\$	205.32	<i>paid to the IRS in Q2 (7/2023)</i>
June Payroll Liabilities (Employee)	\$	(587.40)	<i>FICA, FAMILI, and Withholding</i>
June Net Payroll Salary	\$	2,096.49	<i>Office Manager's net June 2023 pay</i>
Payroll Processing Fee (Quickbooks)	\$	1.75	<i>Charged to NCIG & taken out before above is deposited</i>
Total taken out of NCIG's bank account on 6/29/2023	\$	2,098.24	
Hours		121.33	<i>28 hours/week</i>

7th Tradition Contributions by Group

Group Name	June Amount	YTD Amount
539		\$551.64
7am Freedom	\$65.00	\$68.00
AA Recovery Group of Windsor		\$484.67
Acceptance		\$232.81
Awakenings	\$506.15	\$1,187.94
Basic Text		\$80.72
Berthoud Group		\$50.00
Berthoud Hump Day		
Big Book Enthusiasts		
Big Book of Loveland		\$300.00
Breakfast with Bill and Bob	\$48.51	\$2,339.51
Broad Highway of Recovery (AI-Anon)		\$200.00
Burlington AA Group		
Campus Group 2		\$60.90
Daily Noon Zoom		\$1,572.45
Early Worms		
Eaton Crow Group		
Fort Collins Group		
Friends of Bill W.		\$93.60
Friends of Bill W. 7 AM	\$20.00	\$142.98
Great Fact Group		
Greeley Group 2	\$20.00	\$120.00
Greeley High Noon		
Greeley Westside Group		\$107.00
GYST Harmony	\$142.50	\$368.50
Happy Destiny	\$79.12	\$526.94
High Noon FoCo		
Johnstown Primary Purpose	\$41.14	\$520.06
Keep It Simple Group	\$431.00	\$2,093.00
Kitchen Table A.A.		\$38.00
Laporte 287 AA Group		\$172.00
Last House on the Block		\$2,218.06
Let Them Eat Cake		
Loveland AA Group	\$309.88	\$676.49
New Beginnings		
New Hope		
NOCO Pathfinders		\$150.00
Rule 62 YPAA	\$20.74	\$108.42
RUS		\$64.62
Shoulder to Shoulder		\$364.80
Spring Creek	\$75.00	\$150.00
Step Sisters	\$20.00	\$120.00
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		\$75.00
Women Seeking Sobriety		
YAGBT		\$25.00
Your Life Group		\$60.00
TOTAL JUNE GROUP CONTRIBUTIONS	\$1,779.04	\$17,495.25

May-23 \$3,927.47

Apr-23 \$1,846.24

Projected July 2023 Expenses Budget

Expense	Total Amount	Notes / Detail
Ink Works	\$ 90.00	Meeting lists, newcomer packet
A.A. World Services	\$ 800.00	A.A. literature re-stock
Recovery Shop	\$ 225.00	Medallions (chips), Cards, Stickers, and special orders
Amazon	\$ 65.00	Literature that sells, special orders
Hazelden	\$ 120.00	Literature, special Orders
Literature & Recovery Goods (COGS)	\$ 1,300.00	
Central Office Rent	\$ 735.00	Monthly
State Farm Insurance	\$ 37.66	Monthly
El Dorado Artesian Springs	\$ 22.00	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)
Cloudflare	\$ 25.00	Monthly Website Boost & Backup
Payroll Taxes (Employer FICA)	\$ 616.00	Quarterly - Q2
Payroll Liabilities (Employee)	\$ 1,420.00	Quarterly - Q2 (FICA and Withholding)
Payroll Liabilities (State)	\$ 306.00	Quarterly - Q2 (Withholding)
FAMLI - Colorado Initiative	\$ 36.23	Quarterly - Q2 (started in Jan 2023)
Sales Tax (City)	\$ 184.00	Quarterly - Q2
Sales Tax (State)	\$ 169.00	Quarterly - Q2
Total Operating Expense	\$ 3,927.37	
Quickbooks Payroll Processing Fee	\$ 1.75	Payroll Processing Fee
Office Manager Monthly Net Salary	\$ 2,096.49	Monthly - actual paid at end of month
Total Administrative Expense	\$ 2,098.24	
TOTAL PROJECTED JULY BUDGET	\$ 7,325.61	paid bn 7/1 - 7/5 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 --> $\$2,683.89 \times 3 = \mathbf{\$8,051.67}$

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.