

NCIG / CENTRAL OFFICE FINANCE REPORT - JULY 2023

Income

Income Source	Amount	Comments	QB # Category
7th Tradition Contributions	\$ 2,474.76	Individuals & Groups	5000
Faithful Fiver Contributions	\$ 240.84	Individuals	5020
Birthday Club Contribution	\$ 42.00	Individuals	5015
Central Office	\$ 1,318.20	July 2023 Sales Total	
Literature Sales	\$ 831.55		5200
Chip Sales	\$ 391.40		5205
Recovery Item Sales	\$ 45.75		5210
NCIG Sales	\$ 49.50	Includes Newcomer Packets and Meeting Lists	7100
Volunteer Contributions	\$ 12.00	For snacks	5000
Tradition 7 Workshop	\$ 25.00	7th Tradition	5400
TOTAL JULY INCOME	\$ 4,112.80		

Cost of Goods Sold (COGS)

Expense	Amount	Notes	QB # Category
Cost of Literature	\$ 483.52	A.A.W.S. conference-approved Literature & Pamphlets. Hazelden and Amazon (incl special orders) - AAWS BACKORDERS	6000
A.A. World Services	\$ 436.97	Breakdown of the Cost of Literature	
Hazelden	\$ 17.72		
Amazon	\$ 28.83		
Cost of Chips and Recovery Items	\$ 667.35	From Recovery Shop 90% chips	6025
Cost of Printing (Ink Works)	\$ 28.23	NCIG items sold tax-free	6200
Total Cost of Goods Sold (COGS)	\$ 1,179.10		
TOTAL GROSS INCOME	\$ 2,933.70		

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	\$ 6.45	Monthly: water & dispenser rental	7213
Zoom Software Subscription	\$ 17.20	Monthly	7234
Quickbooks Software Subscription	\$ 88.27	Monthly	7235
Office Supplies & Expenses	\$ 102.55	Occasional - k-pods, coffee maker for workshops, display shelf, volunteer candy	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
Area 10 Convention Registration	\$ 30.00	One-time, we will have a table	7270

Federal Payroll Liabilities & Taxes	\$ 2,035.92	Quarterly - Q2 (FICA and Withholding)	7472
FAMLI - Colorado Initiative	\$ 36.23	Quarterly - Q2 (started in Jan 2023)	7332
Sales Tax (City)	\$ 171.32	Quarterly - Q2	7911
Sales Tax (State)	\$ 157.01	Quarterly - Q2	7912
Payroll Processing Fee	\$ 1.75	Monthly - Quickbooks Direct Deposit Fee	3300
Office Manager Net Payroll	\$ 2,096.50	Monthly - actual paid	7600
TOTAL EXPENSES	\$ 5,751.79		
NET JULY INCOME	\$ (2,818.09)		

July Actuals (Profit & Loss)

Income	\$ 4,112.80
Expenses (COGS & Operating Expenses)	\$ 6,930.89
Net July Income	\$ (2,818.09)

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

Income	\$ 41,597.10
Expenses (COGS & Operating Expense)	\$ 43,791.18
Net YTD Income	\$ (2,194.08)

Bank Statements - Canvas Credit Union

Checking Account - Ending Balance 7/31/23	\$ 2,476.88
Savings Account/Prudent Reserve 7/31/23	\$ 8,517.65
Current Checking Account Balance 8/7/23	\$ 2,447.19

Monthly Payroll Breakdown

July Gross Payroll Salary	\$ 2,683.89	
July Payroll Taxes (Employer FICA)	\$ 205.31	paid to the IRS in Q3 (10/2023)
July Payroll Liabilities (Employee)	\$ (587.39)	FICA, FAMLI, and State and Fed Withholding
July Net Payroll Salary	\$ 2,096.50	Office Manager's net July 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 7/28/2023	\$ 2,098.25	
Hours	121.33	28 hours/week

NOTES

7th Tradition Contributions by Group

Group Name	July Amount	YTD Amount
539		\$551.64
7am Freedom		\$68.00
AA Recovery Group of Windsor	\$284.01	\$768.68
Acceptance		\$232.81
Awakenings	\$153.16	\$1,341.10
Basic Text		\$80.72
Berthoud Group		\$50.00
Berthoud Hump Day		
Big Book Enthusiasts		
Big Book of Loveland	\$100.00	\$400.00
Breakfast with Bill and Bob		\$2,339.51
Broad Highway of Recovery (AI-Anon)		\$200.00
Burlington AA Group		
Campus Group 2		\$87.10
Daily Noon Zoom	\$174.02	\$1,746.47
Early Worms	\$150.00	\$150.00
Eaton Crow Group		
Fort Collins Group	\$202.00	\$202.00
Friends of Bill W.		\$93.60
Friends of Bill W. 7 AM	\$2.00	\$144.98
Great Fact Group		
Greeley Group 2	\$20.00	\$140.00
Greeley High Noon		
Greeley Westside Group		\$107.00
GYST Harmony		\$368.50
Happy Destiny	\$60.85	\$587.79
High Noon FoCo		
Johnstown Primary Purpose		\$520.06
Keep It Simple Group	\$150.00	\$2,243.00
Kitchen Table A.A.		\$38.00
Laporte 287 AA Group	\$100.00	\$272.00
Last House on the Block		\$2,218.06
Let Them Eat Cake		
Loveland AA Group	\$87.07	\$763.56
New Beginnings		
New Hope		
NOCO Pathfinders		\$150.00
Rule 62 YPAA	\$9.20	\$117.62
RUS	\$36.45	\$101.07
Shoulder to Shoulder		\$364.80
Spring Creek		\$150.00
Step Sisters	\$20.00	\$140.00
Sterling AA Group		
Union Colony Group		\$477.19
Windsor Triangle	\$303.50	\$880.12
Windsor Women Unite AA		\$410.33
Women in Recovery	\$87.50	\$287.50
Women of F.A.I.T.H.	\$324.00	\$712.00
Women's Recovery Through the Steps	\$108.00	\$228.00
Women Steppin Up	\$30.00	\$105.00
Women Seeking Sobriety		
YAGBT	\$25.00	\$50.00
Your Life Group		\$60.00
TOTAL JULY GROUP CONTRIBUTIONS	\$2,426.76	\$19,948.21

Jun-23 \$1,779.04

May-23 \$3,927.47

Projected August 2023 Expenses Budget

Expense	Total Amount	Notes / Detail
Ink Works	\$ 70.00	Meeting lists, newcomer packet
A.A. World Services	\$ 700.00	A.A. literature re-stock
Recovery Shop	\$ 260.00	Medallions (chips), Cards, Stickers, and special orders
Grapevine	\$ 100.00	A.A. literature re-stock
Amazon	\$ 45.00	Literature that sells, special orders
Hazelden	\$ 55.00	Literature, special Orders
Literature & Recovery Goods (COGS)	\$ 1,230.00	
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
Cache Accounting	\$ 70.00	Payroll and QB-related discussion
Payroll Liabilities (State)	\$ 306.00	Quarterly - Q2 (Withholding)
Convention Expenses	\$ 22.00	Candy
Total Operating Expenses	\$ 1,594.14	
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 Expenses	\$ 2,098.24	
TOTAL PROJECTED AUGUST BUDGET	\$ 4,922.38	paid bn 8/1 - 8/7 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 FAMILI 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 monthly payroll liabilities and taxes are paid to the IRS by our accountant every quarter.