

Treasurer Report | EPGSA Panel 71

March 14, 2021

Area Quarterly Meeting, 2Q21



EASTERN PENNSYLVANIA
GENERAL SERVICE ASSEMBLY
area59aa.org

Thank you for the opportunity, privilege, and responsibility to serve as your Area Treasurer for EPGSA, Panel 71.

Treasurer Activity Summary

- **Area Operations**
 - Ensured all major Area operational expenses are linked to an Area account for billing. This includes Zoom, MailChimp, Stamps.com, Staples Credit, and most recently GoDaddy webhosting/email.
 - Area Archive Storage – Metro Storage account paid for 6 additional months through 08/2021.
 - Liability Insurance – State Farm coverage valid through 06/2021, after which renewal will be required.
 - Accounting – software updated to QuickBooks 2021; banking and other accounts updated with current treasurer info.
- **PA Department of Revenue / Income Taxes**
 - EPGSA tax exempt (non-profit) status is valid through 01/2024; sales tax license through 06/2023.
 - Completed quarterly PA eTides tax form.
 - Verified Area has federal tax extension through 10/2021; however, it is customary to begin working with the Area accountant in early summer and complete our tax return in August.
- **Service**
 - Collaborated with Finance Subcommittee to produce 2021 budget.
 - Assisted several members with budget/finance questions and/or directed them to Finance Subcommittee.
 - Provided various financial information to members regarding details of certain expense items, as well as our overall account balances. Please contact treasurer@area59aa.org for additional details on Area finances at any time!

Area Financial Status

- **Account Balances as of 3/8/2021:**
 - Savings (prudent reserve): **\$29,305.75**. (Matches “ideal” amount as per Area structure manual; last adjusted in 2019.)
 - Checking (operating funds): **\$64,118.67**
- **Please see the attached Profit and Loss Statement (P&L) vs. Budget for the fiscal year to date:**
 - The budget entered is in a draft status until approved by the Area. Please ask questions if any items are unclear.
 - Although contributions are down compared to last year, expenses are also less due to the shift to virtual platforms.
- **Excess Operating Funds**
 - Our accumulation of funds to over \$60,000 is a real issue the Area needs to address during this panel.
 - We need to work together to find a **good** use of these funds, which may require creating thinking and exploring new ideas, to better reach the still suffering and provide support to serve all members in Area 59.
 - We have a few ideas already, such as: technology upgrades of software and hardware for Area officers and trusted servants; redesigning our website to better carry the message; other possible technology upgrades?
 - We are seeking input from the entire fellowship on this issue: Subcommittees, DCMs, GSRS, and group members. Please take the time to thoroughly consider ideas and discuss!
 - The Finance subcommittee will take the lead in researching the issue and collecting feedback.
- **Expense Reports**
 - Please submit regular and timely [Expense Reports](#) so we have a full picture of the cost of doing our commitments; include your Name, Address, and Sub-Committee in addition with backup receipts. Also, please make sure the Chair of your committee gives approval prior to submitting your expense reports. Thanks!

Contributions

- The Area is very grateful for the continued support! As of 03/08/2021, we received 225 contributions (30 online).
- Each DCM will be emailed a separate group contribution summary for their District after the Area meeting.
- Contribution Processing Improvements:
 - Group information is being updated and standardized to use the new GSO IDs, making reporting easier.
 - Thank you letters now include the new GSO ID for reference; working hard to decrease processing time.
 - Groups and members can now opt to receive an email acknowledgment instead of paper. Simply include an email address with your next contribution. Any additional suggestions or idea for improvements are always welcome!
- **Online Contributions**
 - The Area **does** offer online contributions via PayPal! Please visit area59aa.org/contributions.
 - Several members asked if we had an online option, so perhaps that can be more visible on the Area website?
 - We hope to offer a recurring option soon; the Finance Subcommittee report will have more details.
- **Contributions by Check**
 - Make payable to: **EPGSA**; please include Group Name, GSO ID, and District for more accurate accounting.
Area 59 Treasurer
525 S 13th St Unit C
Philadelphia, PA 19147

Yours in Service,

Dan B.

Treasurer | Area 59, Panel 71

treasurer@area59aa.org

Treasurer Zoom/Travel Log

Event	Date
Finance Chair Meeting	12/15/20
Tech Committee Meeting	12/20/20
Finance Committee Meeting	12/27/20
Tech Committee Meeting	01/05/21
Finance Committee Meeting	01/14/21
Treasurer Transition	01/16/21
DCM Orientation	01/17/21
Tech Committee Meeting	01/27/21
Finance Committee Meeting	01/28/21

Event	Date
Area Officer Meeting	02/01/21
Finance Committee Meeting	02/11/21
BTG Workshop	02/13/21
Area Officer Meeting	02/20/21
Sepia/EPGSA Share A Day	02/21/21
Tech Committee Meeting	02/24/21
NERAASA	02/26/21 - 02/28/21
Finance Committee Meeting	03/05/21
March Area Meeting	03/14/21

Profit & Loss Budget vs. Actual
December 1, 2020 through March 8, 2021

EPGSA

03/08/2021

Cash Basis

	<u>Dec 1, '20 - Mar 8, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
40000 · Contributions	16,882.26	81,925.00	-65,042.74	20.61%
41000 · Sales	0.00	265.00	-265.00	0.0%
43200 · Interest - Money Market	2.09	30.00	-27.91	6.97%
44000 · Other Income	750.00	0.00	750.00	100.0%
Total Income	<u>17,634.35</u>	<u>82,220.00</u>	<u>-64,585.65</u>	<u>21.45%</u>
Expense				
60100 · Area Office Expense	4,494.17	15,000.00	-10,505.83	29.96%
60200 · Delegate Officer Expense	17.21	4,000.00	-3,982.79	0.43%
60300 · Alternate Delegate Officer Exp	19.74	1,600.00	-1,580.26	1.23%
60400 · Chair Officer Expense	521.38	3,500.00	-2,978.62	14.9%
60500 · Secretary Officer Expense	152.96	3,000.00	-2,847.04	5.1%
60600 · Treasurer Officer Expense	65.29	2,500.00	-2,434.71	2.61%
60700 · Officer at Large Office Expense	133.20	2,000.00	-1,866.80	6.66%
60750 · Tech Servant Expense	0.00	1,900.00	-1,900.00	0.0%
60800 · Archivist Office Expense	0.00	2,500.00	-2,500.00	0.0%
60900 · Past Delegate Office Expense	0.00	1,000.00	-1,000.00	0.0%
61100 · Archives Committe Expense	0.00	4,200.00	-4,200.00	0.0%
61200 · Corrections Committee Expense	0.00	5,170.00	-5,170.00	0.0%
61300 · Treatment & Accessibilities Exp	0.00	5,120.00	-5,120.00	0.0%
61350 · BTG Coordinator Expense	116.60	2,600.00	-2,483.40	4.49%
61400 · CPC Committee Expense	60.75	1,500.00	-1,439.25	4.05%
61500 · Finance Committee Expense	0.00	1,000.00	-1,000.00	0.0%
61600 · Grapevine Committee Expense	75.00	3,030.00	-2,955.00	2.48%
61700 · PI Committee Expense	0.00	4,000.00	-4,000.00	0.0%
61900 · Structure Committee Expense	0.00	4,500.00	-4,500.00	0.0%
62000 · Literature Committee	0.00	1,500.00	-1,500.00	0.0%
62200 · Mini I Event Expense	0.00	450.00	-450.00	0.0%
62300 · Mini II Event Expense	0.00	450.00	-450.00	0.0%
62600 · Pre-Conference Event Expense	0.00	300.00	-300.00	0.0%
62700 · Convention Committee Expense	0.00	5,000.00	-5,000.00	0.0%
62800 · Share a Day Event Expense	100.00	100.00	0.00	100.0%
63200 · Area Inventory Expense	0.00	1,600.00	-1,600.00	0.0%
63300 · DCM Orientation - Mini Planning	100.00	100.00	0.00	100.0%
63500 · NERAASA	246.00	250.00	-4.00	98.4%
63600 · NERD	40.00	50.00	-10.00	80.0%
63700 · Area Qtrly Meeting Expense	100.00	2,500.00	-2,400.00	4.0%
64100 · Technology Committee	0.00	4,950.00	-4,950.00	0.0%
64200 · Digital Comms Committee	51.75	4,800.00	-4,748.25	1.08%
65100 · Bank/Service Fees	61.13	400.00	-338.87	15.28%
65200* · Insurance/Other Expenses	0.00	325.00	-325.00	0.0%
65300 · Accounting Fees	0.00	875.00	-875.00	0.0%
65500 · Reconciliation Discrepancies	-868.14	0.00	-868.14	100.0%
65600 · Web Servant/Hosting Expense	1,824.38	2,600.00	-775.62	70.17%
66100 · Sales tax - PA	0.00	120.00	-120.00	0.0%
Total Expense	<u>7,311.42</u>	<u>94,490.00</u>	<u>-87,178.58</u>	<u>7.74%</u>
Net Income	<u>10,322.93</u>	<u>-12,270.00</u>	<u>22,592.93</u>	<u>-84.13%</u>