



Minutes: Executive Committee and Board of Directors Meetings
Tuesday, April 11, 2017
[Approved by Board of Directors on May 9, 2017]

EXECUTIVE COMMITTEE

Chair (Matt): The meeting was called to order at 7:02 P.M. He announced that approximately 150 Gala tickets had been sold, to date, with a break-even number of approximately 200. The author of *The Washington Group* has accepted apologies from the Executive Committee for the cumulative editing of that text over the years, without his specific authorization; electronic copies of those revised versions have been withdrawn from the website and hard copies are no longer available; Jeff working with him on producing an updated version with revisions acceptable to him. The search for a new Board meeting site is underway. Adrian and *ad hoc* committee has been contacting churches in DC, Silver Spring and Bethesda; they are not yet ready to make recommendation to the Executive Committee or the Board.

Office Administrator (Luella): February Calls: 451 calls, 30 for help, 46 walk-ins. One “No Meeting” call – Branner group – it already had been deleted from website. March Calls: 473 calls, 37 for help, 50 walk-ins. Three “No Meeting” calls - Wandering Souls, an 8:30 Metropolis Club group, is no longer meeting; a new list has been received from the Club and those data have been updated on the website; the Adams Morgan Meditation group had moved; the new address now appears on the website. Volunteers are needed at the desk, with a total of 6 slots open: 2 slots on Thursday 7:00-10:00 P.M., 1 slots on Friday 7:00-10:00 P.M., 1 slot on Saturday 1:00-4:00 P.M.; 1 slot on Saturday 7:00-10:00 P.M. and 1 slot on Sunday 4:00-7:00 P.M. We are making progress on getting two people per shift on a regular basis. The May issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end next week. Copies of the new Spring 2017 *Where-and-When* are now available; the new format was coordinated with the Website Committee to facilitate interface between the print and web versions of the data.

Treasurer (David D.): He provided a Profit and Loss (P/L) report for the first quarter 2017 (Attachment II). There was more income than projected and only slightly increased expenses. Sales tax discussions with DC are ongoing; the funds had been collected and are holding in escrow, but available for payment when the amount is settled with the City. The 2016 Corporate tax bills (Fed/MD) will be filed on time by the accountant. The effect of the outlay and expenses for the 2016 and 2017 Gala are not readily comparable on these reports, because of the date of the event and the reporting in the First Quarter (March) of 2016 and the Second Quarter (April) of 2017. The documentation is currently being changed from Cash accounting to Accrual accounting.

Finance (Karen): Highlights for 2016 Budget vs. Expenses (Attachment I):

- For 2016, the overall budget finished losing \$3000 when projected \$12,000
- Income was 10% short of expectations. Contributions exceeded by \$8000 but not enough to overcome \$23,000 shortfall from literature sales.
- Expenses: overall cost were at 62% but several expenses were still over projected including Board meeting space rent cost, internet, office supplies, telephone, webhosting
- Highlights for Q1 2017 Budget vs Expenses
- overall finances are exceeding expectations
- income is exceeding expectations by over 10%
- expenses are below budgeted amounts (retirement and sales tax amounts may not appear in documentation)

	<u>Actual</u>	<u>Budget</u>	<u>Over Budget</u>	<u>% of Budget</u>
Income	\$ 61,912.56	\$ 54,372.00	\$ 7,540.56	113.87%
Expense	\$ 41,348.51	\$ 54,482.00	\$ (13,133.49)	75.89%
Net Income	\$ 10,271.18	\$(16,856.00)	\$ 27,127.18	-60.93%

Office Committee (Jeff; office@aa-dc.org): The Office Committee meets the first Monday of the month at 7:00 P.M. at the WAIA Office. There is also a dial-in number, 515/739-1020 use access Code: 617307. The Office Committee formulates the overall policy for the operation of the WAIA office; recommends personnel policies for the employed staff of the Board

of Directors to the Executive Committee and to the Board of Directors; recommends the salary range for the employees of the Board of Directors to the Executive Committee; and performs other such duties from time to time that may be assigned by the Board of Directors, the Chairman of the Board of Directors, or the Executive Committee. The Office Committee advocates for and assists the office staff and desk volunteers to be the face of AA in the Washington DC, Montgomery county, and Prince George county performing the seven tasks of an Intergroup/Central Office contained in the *AA Service Manual*. Office Committee membership is open to current members of the Board of Directors (WAIA Representatives), current and past officers of the Board of Directors, and members of the Executive Committee. If you want to join stop by during the monthly meeting or contact us via email office@aa-dc.org. The current need is for ideas to improve 12 Step volunteer responsiveness, to fill vacant desk volunteer slots, and to improve office functions and services. Board will be asked for input for the next three months.

Old Business: None

New Business: None

General Discussion: There was discussion of website expenses and categorizations particularly among the Administrator, the Website Chair, the Treasurer and the Finance Chair.

Website Committee: Individual and Group Contributions can now be submitted through website.

The meeting of the Executive Committee adjourned at 7:49 P.M.

BOARD OF DIRECTORS

The Chair (Matt; chair@aa-dc.org) called the meeting to order at 8:00 P.M., followed by a group recitation of the Serenity Prayer. Ben read the *WAIA Preamble*. New Representatives/Board Members and Alternates self-introduced and were directed to Adrian for copies of the new member packet; David H., Chair of the Rules Committee, has copies of the *WAIA Bylaws* available upon request; Matt emphasized the importance of abiding by those guidelines. Members of the Executive Committee self-introduced. Matt recommended brevity of Committee reports, as appropriate. The February 14, 2017 *Minutes* were approved. There were no *Minutes* for the March meeting, which had been cancelled due to forecasts of inclement weather. Matt encouraged Board members to attend the April 15 Seventy-Fifth Gala Dinner/Dance. There is currently an open position for a Member-at-Large on the Executive Committee; the Bylaws specify that such an opening is to be nominated by the Chair and subject to approval by the Executive Committee; interested parties should contact Matt or Jeff. Matt explained that the only copies of the book, *The Washington Group* currently available are the old (original) version and that the Archives Committee is compiling revisions in collaboration with the original author. The site search for a new Board meeting space is continuing.

EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): February Calls: 451 calls, 30 for help, 46 walk-ins. One "No Meeting" call – Branner group – it already had been deleted from website. March Calls: 473 calls, 37 for help, 50 walk-ins. Three "No Meeting" calls - Wandering Souls, an 8:30 Metropolis Club group, is no longer meeting; a new list has been received from the Club and those data have been updated on the website; the Adams Morgan Meditation group had moved; the new address now appears on the website. Volunteers are needed at the desk, with a total of 6 slots open: 2 slots on Thursday 7:00-10:00 P.M., 1 slots on Friday 7:00-10:00 P.M., 1 slot on Saturday 1:00-4:00 P.M.; 1 slot on Saturday 7:00-10:00 P.M. and 1 slot on Sunday 4:00-7:00 P.M. We are making progress on getting two people per shift on a regular basis. The May issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end next week. Copies of the new Spring 2017 *Where-and-When* are now available; the new format was coordinated with the Website Committee to facilitate interface between the print and web versions of the data.

Executive Committee Meeting (Terry; secretary@aa-dc.org): Officers, Committee Chairs, Liaisons and all others providing oral reports at the meeting were requested to either write any critical elements or submit those data by E-mail to ensure their accuracy. The discussions conducted during the meeting of the Executive Committee were summarized.

Treasurer (David D.; treasurer@aa-dc.org): He provided a Profit and Loss (P/L) report for the first quarter 2017 (Attachment II). There was more income than projected and only slightly increased expenses. Sales tax discussions with DC are ongoing; the funds had been collected and are holding in escrow, but available for payment when the amount is settled with the City. The 2016 Corporate tax bills (Fed/MD) will be filed on time by the accountant. The effect of the outlay and expenses for the 2016 and 2017 Gala are not readily comparable on these reports, because of the date of the event and the reporting in the First Quarter (March) of 2016 and the Second Quarter (April) of 2017. The documentation is currently being changed from Cash accounting to Accrual accounting. An Assistant Treasurer is still being sought.

Finance Committee (Karen; finance@aa-dc.org): Highlights for 2016 Budget vs. Expenses (Attachment I):

- For 2016, the overall budget finished losing \$3000 when projected \$12,000
- Income was 10% short of expectations. Contributions exceeded by \$8000 but not enough to overcome \$23,000 shortfall from literature sales.
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Elections Committee (Ralph; elections@aa-dc.org): No Report

Hospitals and Institutions (H&I) Committee (Dave B.; hni@aa-dc.org):

- Who we are and what we do - volunteers who help to facilitate and/or bring meetings into hospitals, institutions, jails, and other facilities where the patients can't get out, so we bring meetings into them!
- Our monthly newsletter is published in the *digital.New.Reporter* and lists facilities currently seeking meetings. We're looking for AA groups or sets of individuals to bring H&I meetings into these facilities.
- We thank Jim R. for stepping up to take a new meeting to the VA Hospital Substance Abuse Recovery Program on Monday's at 11:00 A.M. We seek volunteers to assist Jim with this meeting.
- We are seeking volunteers to help take H&I meetings into the International Association of Fire Fighters (IAFF) Center of Excellence for Behavioral Health Treatment and Recovery, a new in-patient residential facility for firefighters in Upper Marlboro.
- We are exploring new H&I opportunities at the Dorothy Day Place in Rockville and the SOME Harvest House in NW Washington, DC. See future H&I newsletters for additional information.
- We continue to seek additional volunteers to join the H&I Committee to help coordinate H&I meetings in the District of Columbia, Montgomery County, and Prince Georges County.

Literature Committee (Mike; literature@aa-dc.org): The Committee will host a table at the Gala. Similar service is available for large meetings/events. There is a mechanism for donations to provide literature through H&I – see Luella.

Nightwatch Committee (David for Richard; nightwatch@aa-dc.org): This Committee provides a forwarding service for the AA hotline. There are currently two vacant slots on the roster of volunteers.

Office Committee (Jeff; office@aa-dc.org): The Office Committee meets the first Monday of the month at 7:00 P.M. at the WAIA Office. There is also a dial-in number, 515/739-1020 use access Code: 617307. The Office Committee formulates the overall policy for the operation of the WAIA office; recommends personnel policies for the employed staff of the Board of Directors to the Executive Committee and to the Board of Directors; recommends the salary range for the employees of the Board of Directors to the Executive Committee; and performs other such duties from time to time that may be assigned by the Board of Directors, the Chairman of the Board of Directors, or the Executive Committee. The Office Committee advocates for and assists the office staff and desk volunteers to be the face of AA in the Washington DC, Montgomery county, and Prince George county performing the seven tasks of an Intergroup/Central Office contained in the *AA Service Manual*. Office Committee membership is open to current members of the Board of Directors (WAIA Representatives), current and past officers of the Board of Directors, and members of the Executive Committee. If you want to join stop by during the monthly meeting or contact us via email office@aa-dc.org. The current need is for ideas to improve 12 Step volunteer responsiveness, to fill vacant desk volunteer slots, and to improve office functions and services. Board will be asked for input for the next three months.

Outreach Committee (Adrian; outreach@aa-dc.org): As discussed in February, the Committee had drafted a Flyer on the topic, "Does your group support aa activities?" Subsequently that draft was discussed with WAGSA, with the expectation that the two groups will be able to agree upon a uniform document. The Committee is working closely with the *ad hoc* Site Search Committee, with emphasis on better serving the DC membership with a site more accessible to them. Since Adrian is moving from the area, Ben has agreed to serve as the new Chair and the Board affirmed their support.

Rules Committee (David H.; rules@aa-dc.org): The Committee is conducting a detailed inventory of all rules; they have finished phase I and are moving to phase II.

Website (Technology) Committee (Alex; website@aa-dc.org): Contributions function, literature sales, tickets online will be available soon; preliminary testing revealed need for some modifications which are being adjusted. A PDF version of the new *Where-and-When* will be posted soon.

Registrar (Mike for David S.; registrar@aa-dc.org): Any Group Representatives or Alternates not already signed in were asked to do so and he requested that any new Representatives or Alternates fill out the appropriate forms at the Registrar table. In attendance were: 31 Voting Representatives, 0 Voting Alternates, 0 Non-Voting Alternates and 0 Visitors/Guests, for a total eligible voter count: 31.

OLD BUSINESS: None

NEW BUSINESS: None

AD HOC COMMITTEE REPORTS:

Archives Committee (Nat for Barry; archives@aa-dc.org): Members of the Committee have been visiting Owensville, MD to cover some history of a member buried there. There will be a national AA Archives Conference in 2020; the Committee is planning to submit a bid to host that meeting.

Gala Committee (Claire, gala@aa-dc.org; 240/595-3457): The 75th Gala Dinner/Dance will be held on April 15 (Saturday, 6:00 P.M.-Midnight) at the Silver Spring Civic Building, 1 Veterans Place [8525 Fenton Street], Silver Spring, MD 20910. The Committee is seeking volunteers for April 15 service. Tickets are currently on sale through the office. Doors open at 6:00 P.M. Current paid ticket count 130. Parking garage across street and attached to movie theatre each at no cost.

Grapevine (Carlos; grapevine@area13aa.org; 202/607-3087): No Report

Hospitality Committee (; hospitality@aa-dc.org): Matt extended thanks to Barry for preparing the coffee and for providing the snacks. Five volunteers to help with cleanup were identified.

New Reporter Committee (Tony; newreporter@aa-dc.org): No Report

Old Timers Committee (Bob G.; oldtimers@aa-dc.org): No Report

Public Information/Cooperation with the Professional Community Committee (Pat G.; publicinfo@aa-dc.org; cpc@aa-dc.org): A new Chair is needed for this Committee; Pat has served as Chair for five years

Events Attended:

- January 30, 2017, 11:30 A.M. -2:00 P.M. - Five Guys Burgers and Fries Annual Kick-off Meeting, Gaylord National Resort & Convention Center, Oxon Hill MD (Sharon F.)
- April 5, 2017, 11:00 A.M.-1:00 P.M. – U.S. Secret Service Annual Safety and Health Fair, NW DC (Pat G.)
- April 5, 2017, 11:00 A.M.-1:30 P.M. - Federal Communications Commission Annual Health Fair, SW Washington, DC (Sharon F)

Upcoming Events:

- May 4, 2017, 11:00 A.M.-2:00 P.M. - Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Annual Health Fair, NE DC
- June 8, 2017, 10:30 A.M.-2:00 P.M. - Immigration and Customs Enforcement (ICE) Health Fair, SW DC
- July 9-12 (Sunday-Wednesday): National Association of Drug Court Professionals (NADCP) Annual Training Conference; Gaylord National Resort and Convention Center, National Harbor, MD; WAGSA will host an information booth and organize a daily AA meeting for attendees.

Special Needs Committee (Teresa; specialneeds@aa-dc.org): The New Chair is calling for volunteers to help in this service.

Young People in AA Committee (Jason; www.dccypaa.org): No Report

LIAISON REPORTS ABOUT RELATED GROUPS:

Washington Area General Service Assembly (Terry; secretary@aa-dc.org): The Washington Area General Service Assembly (WAGSA) monthly informational committee meeting, scheduled for Monday, February 13, was cancelled due to the threat of inclement weather. The most recent meeting was held on Monday, April 10. The Chair reported on the activities of the February 24-26 meeting of the Northeast Regional AA Service Assembly (NERAASA). Districts 1 and 2 (in DC) reported on their March 4 Service Conference. The Bridging-the-Gap Committee reported that they were working, not only with the WAGSA Cooperation with the Professional Community (CPC) Committee, but also with the WAIA Hospitals

and Institutions (H&I) Committee to assist the newly opened rehabilitation facility in Upper Marlboro, MD sponsored by the International Association of Fire Fighters (IAFF). The report submitted by the Treasurer emphasized the trend of a declining number of groups contributing to GSA locally and GSO nationally; nevertheless, management efficiencies at the GSO had allowed FY2016 to end "in the black." He further encouraged groups and individuals to use the website for contributions when the logistics of cash collection and transfer were proving difficult. An extensive and colorful compilation of upcoming events was available for all General Service Representatives present.

Upcoming Dates of Interest:

- April 15 (Saturday; 9:30 A.M.-3:30 P.M.): 44th Annual Area 13 Mini-Conference (Holy Cross Hospital, Auditoria A/D, 1500 Forest Glen Road, Silver Spring, MD 20910)
- May 8 (Monday; 7:30-9:00 P.M.): WAGSA Committee Meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- May 20 (Saturday; 9:30 A.M.-2:00 P.M.): WAGSA Spring Assembly (Silver Spring United Methodist Church, Fellowship Hall, 8900 Georgia Avenue, Silver Spring, MD 20910)
- May 20 (Saturday; 9:00 A.M.-7:00 P.M.): Capital Trans Pride Day (Studio Theatre, 1501 14th Street N.W., Washington, DC); WAGSA will host an information booth
- June 2-4 (Friday-Sunday): Northeast Regional Forum (NERF)(DoubleTree Hilton Pittsburgh-Cranberry; 910 Sheraton Drive, Mars, PA 16046)
- June 9-11 (Friday-Sunday): Area 29-Maryland State Convention (DoubleTree Hilton, 210 Holiday Court, Annapolis, MD 21401)
- July 9-12 (Sunday-Wednesday): National Association of Drug Court Professionals (NADCP) Annual Training Conference (Gaylord National Resort and Convention Center, National Harbor, MD); WAGSA will host an information booth and organize a daily AA meeting for attendees.
- July 21 (Friday; 4:00 A.M.-8:00 P.M.): Bus trip to New York City to visit the General Service Office Archives; contact: archives@area13aa.org
- September 1-3 (Friday-Sunday): XLV Convention Hispanic of AA (Hilton Baltimore, 401 West Pratt Street, Baltimore, MD 21201)

Northern Virginia Intergroup (Ralph; rjustus@ieee.org; 301/367-5774): The NVI Board meetings convene on the first Tuesday of the month

Contacts: Pauline D., Office Manager (703-293-9757) info@nvintergroup.org
Mike G., Chair, Board of Directors chair@nvintergroup.org

March 7 NVI Board Meeting Highlights:

- February calls: 173 total: 78 meeting information; 3 newcomers; 58 other
- Financials: February contributions were \$1,200 less than budgeted
- Copies of new *Where-and-When* now available
- The NVI is holding monthly planning meetings at 10:00 A.M. on the first Saturday of each month at the NVI office in preparation for the 2017 National Intergroup Conference (see below)

April 4 NVI Board Meeting Highlights:

- New Leadership: Rob E. H. had to resign for health reasons, Steering Committee put forth a slate (in accordance with NVI's Bylaws) that was approved by the Board for: Chair: Mike G. and Vice Chair: Jimmy V.
- March calls: 208 total: 68 meeting info; 12 newcomers; 75 other
- Financials: Group Contributions \$1,500 less than budgeted, but had an individual contribution of \$1,000; Prudent Reserve: 6.6 months

Upcoming Events (see flyers at: www.nvintergroup.org):

- April 22 (Saturday; 8:00 A.M.-2:30 P.M.): Manassas District Spring Workshop, Manassas, VA
- April 29 (Saturday; 9:00 A.M.-Noon): District 10 Spring Workshop, Leesburg, VA; Speakers: Carolin S. (Frederick, MD) and Dave H. (Harpers Ferry, WV)
- April 29 (Saturday; 6:00-9:00 P.M.): Buckhall Group 28th Anniversary Celebration; Manassas, VA; 6:15 Dinner; 7:30 Speaker: Dwight G. (Northern VA)
- May 6 (Saturday; 8:30 A.M.-3:30 P.M.): Woodbridge District 28 Spring Workshop; Woodbridge, VA
- May 6 (Saturday; 7:00-10:00 P.M.): Movie Night, Woodbridge, VA
- May 6 (Saturday; 6:00-9:00 P.M.): Centreville District 42 7th Annual Chili Cook-Off; Fairfax, VA; 7:30 P.M. Speakers Meeting
- October 5-8 (Thursday-Sunday): National Intergroup Conference; Hyatt Regency Dulles Airport
- November 12 (Sunday): Gratitude Breakfast; Speaker: Chandler M. (Baltimore, MD)

Hispanic Intergroup: No Report

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at: 9:15 P.M.

ATTACHMENTS: 2 spreadsheets

ATTACHMENT I: Budget vs. Actuals: FY2016 Projected Budget - Totals for FY16 P&L

	Actual	Budget	over Budget	% of Budget
Income				
4000 Sales of Product Income	240	0	240	
4010 Services	21.2	0	21.2	
4030 Shipping & Handling	680.05	0	680.05	
4060 Unapplied Cash Payment Income	98.84	0	98.84	
4070 Uncategorized Income	241.4	0	241.4	
4090 Interest	314.51	204	110.51	1.541715686
4100 Banquet	9220	11250	-2030	0.819555556
4110 Chips	17222.18	24996	-7773.82	0.68899744
4120 Literature	44637.11	66996	-22358.89	0.666265299
4130 New Reporter	132.5	200	-67.5	0.6625
4140 Where/When	9220.57	11004	-1783.43	0.837928935
4300 Contributions	128033.12	120000	8033.12	1.066942667
Total Income	210061.48	234650	-24588.52	0.895211933
Cost of Goods Sold				
5000 Cost of Goods Sold	5132.56	0	5132.56	
5010 Chips	7518.97	9000	-1481.03	0.835441111
5020 Chips - Freight Cost	402.28	0	402.28	
5030 Literature	19557.96	49992	-30434.04	0.391221795
5040 Literature - Freight Cost	20	0	20	
5050 Where/When	3413.13	7992	-4578.87	0.427068318
Total 5000 Cost of Goods Sold	36044.9	66984	-30939.1	0.538112086
5060 Inventory Adjustment	12797.27	0	12797.27	
Total Cost of Goods Sold	48842.17	66984	-18141.83	0.72916174
Gross Profit	161219.31	167666	-6446.69	0.961550404
Expenses				
6000 Acctg/Audit	3650	3710	-60	0.983827493
6010 Bank Fees	21.48	100	-78.52	0.2148
6030 Board Meeting Rent	1250	600	650	2.083333333
6050 Archives	304.32	1000	-695.68	0.30432
6060 Banquet	5425.32	11250	-5824.68	0.482250667
6080 CPC	0	1200	-1200	0
6090 H & I	-466.4	1800	-2266.4	-0.259111111
6100 Hospitality	384.12	600	-215.88	0.6402
6110 Lit Committee	0	600	-600	0
6120 Nightwatch	0	36	-36	0
6130 Outreach	233.25	504	-270.75	0.462797619
6150 Rules	31.69	0	31.69	
6160 Special Needs	0	0	0	
Total 6040 Committees	5912.3	16990	-11077.7	0.347987051
6180 Insurance	2819	5250	-2431	0.536952381
6190 Merchant Services	316.08	5000	-4683.92	0.063216
6200 Employee Compensation				
6210 Benefits				
6220 Medical	4800.01	4800	0.01	1.000002083

6230 Retirement	0	2592	-2592	0
Total 6210 Benefits	4800.01	7392	-2591.99	0.649352002
6240 Reimbursement				
6241 Annual Intergroup Seminar	898.2	1200	-301.8	0.7485
6242 Cell Phone	841.41	960	-118.59	0.87646875
6243 Mileage	198.82	804	-605.18	0.247288557
Internet (deleted)	0	0	0	
Total 6240 Reimbursement	1938.43	2964	-1025.57	0.653991228
6250 Salaries and wages				
6251 Payroll Process (Budget Use)	0	48	-48	0
6252 Payroll Tax (Budget Use Only)	0	0	0	
6253 Salaries	0	0	0	
Total 6250 Salaries and wages	0	48	-48	0
Total 6200 Employee Compensation	6738.44	10404	-3665.56	0.647677816
6260 Payroll Expenses				
6261 Company Contributions				
6262 Retirement	1406.62	0	1406.62	
Total 6261 Company Contributions	1406.62	0	1406.62	
6263 Taxes	4884.97	5196	-311.03	0.940140493
6264 Wages	59620.4	66504	-6883.6	0.896493444
Total 6260 Payroll Expenses	65911.99	71700	-5788.01	0.919274616
6300 Office Expense				
6305 Internet	1055.9	612	443.9	1.725326797
6310 New Equipment	475.87	1200	-724.13	0.396558333
6315 Office Rent	23480	24720	-1240	0.949838188
6320 Office Supplies	3205.47	1800	1405.47	1.780816667
6325 Parking	2200	3240	-1040	0.679012346
6330 Postage & Delivery	2253.32	1908	345.32	1.180985325
6335 Repair/Maintenance	6495.3	7680	-1184.7	0.845742188
6340 Telephone	6709.62	4920	1789.62	1.363743902
6345 Web Hosting	8187.85	5520	2667.85	1.483306159
Total 6300 Office Expense	54063.33	51600	2463.33	1.047738953
6350 Penalties and interest	4137.28	0	4137.28	
6370 QuickBooks Payments Fees	2935.89	0	2935.89	
6390 Sales Tax on Goods Sold	0	5232	-5232	0
6400 Unapplied Cash Bill Payment Expense	0	0	0	
Chips Expense (deleted)	0	9000	-9000	0
Literature Expense (deleted)	0	50000	-50000	0
Where/When Expense (deleted)	0	8000	-8000	0
Total Expenses	147755.79	237586	-89830.21	0.621904447
Net Operating Income	13463.52	-69920	83383.52	-0.192556064
Other Expenses				
6420 Other Miscellaneous Expense	373.12	0	373.12	
6430 Unknown writeoff of undeposited funds	3794.1	0	3794.1	
Total Other Expenses	4167.22	0	4167.22	
Net Other Income	-4167.22	0	-4167.22	
Net Income	9296.3	-69920	79216.3	-0.132956236

WAIA - ATTACHMENT II
Budget vs. Actuals: FY_2017 - FY17 P&L
 January - March, 2017

	Jan 2017				Feb 2017				Mar 2017				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income																
4000 Sales of Product Income			0.00		93.22		93.22		4.00		4.00		97.22	0.00	97.22	
4030 Shipping & Handling	45.85		45.85		26.00		26.00		28.00		28.00		99.85	0.00	99.85	
4090 Interest	18.99	8.00	10.99	237.38%	16.61	8.00	8.61	207.63%	19.65	8.00	11.65	245.63%	55.25	24.00	31.25	230.21%
4100 Banquet		0.00	0.00		225.00	0.00	225.00		2,440.00	0.00	2,440.00		2,665.00	0.00	2,665.00	
4110 Chips	1,397.00	1,875.00	-478.00	74.51%	1,525.50	1,875.00	-349.50	81.36%	1,468.25	1,875.00	-406.75	78.31%	4,390.75	5,625.00	-1,234.25	78.06%
4120 Literature	3,176.05	5,000.00	-1,823.95	63.52%	4,682.55	5,000.00	-317.45	93.65%	3,645.80	5,000.00	-1,354.20	72.92%	11,504.40	15,000.00	-3,495.60	76.70%
4130 New Reporter	7.50	8.00	-0.50	93.75%	14.00	8.00	6.00	175.00%		8.00	-8.00	0.00%	21.50	24.00	-2.50	89.58%
4140 Where/When	657.00	833.00	-176.00	78.87%	436.00	833.00	-397.00	52.34%	503.00	833.00	-330.00	60.38%	1,596.00	2,499.00	-903.00	63.87%
4300 Contributions	22,031.40	13,000.00	9,031.40	169.47%	12,625.47	10,400.00	2,225.47	121.40%	6,825.72	7,800.00	-974.28	87.51%	41,482.59	31,200.00	10,282.59	132.96%
Total Income	\$ 27,333.79	\$ 20,724.00	\$ 6,609.79	131.89%	\$ 19,644.35	\$ 18,124.00	\$ 1,520.35	108.39%	\$ 14,934.42	\$ 15,524.00	-\$ 589.58	96.20%	\$ 61,912.56	\$ 54,372.00	\$ 7,540.56	113.87%
Cost of Goods Sold																
5000 Cost of Goods Sold			0.00		820.00		820.00		54.00		54.00		874.00	0.00	874.00	
5010 Chips	19.74	750.00	-730.26	2.63%	1,329.20	750.00	579.20	177.23%	585.25	750.00	-164.75	78.03%	1,934.19	2,250.00	-315.81	85.96%
5020 Chips - Freight Cost			0.00		63.75		63.75		32.00		32.00		95.75	0.00	95.75	
5030 Literature		4,166.00	-4,166.00	0.00%	5,434.55	4,166.00	1,268.55	130.45%	1,861.00	4,166.00	-2,305.00	44.67%	7,295.55	12,498.00	-5,202.45	58.37%
5050 Where/When		666.00	-666.00	0.00%		666.00	-666.00	0.00%		666.00	-666.00	0.00%	0.00	1,998.00	-1,998.00	0.00%
Total 5000 Cost of Goods Sold	\$ 19.74	\$ 5,582.00	-\$ 5,562.26	0.35%	\$ 7,647.50	\$ 5,582.00	\$ 2,065.50	137.00%	\$ 2,532.25	\$ 5,582.00	-\$ 3,049.75	45.36%	\$ 10,199.49	\$ 16,746.00	-\$ 6,546.51	60.91%
Total Cost of Goods Sold	\$ 19.74	\$ 5,582.00	-\$ 5,562.26	0.35%	\$ 7,647.50	\$ 5,582.00	\$ 2,065.50	137.00%	\$ 2,532.25	\$ 5,582.00	-\$ 3,049.75	45.36%	\$ 10,199.49	\$ 16,746.00	-\$ 6,546.51	60.91%
Gross Profit	\$ 27,314.05	\$ 15,142.00	\$ 12,172.05	180.39%	\$ 11,996.85	\$ 12,542.00	-\$ 545.15	95.65%	\$ 12,402.17	\$ 9,942.00	\$ 2,460.17	124.75%	\$ 51,713.07	\$ 37,626.00	\$ 14,087.07	137.44%
Expenses																
6000 Acctg/Audit		471.00	-471.00	0.00%	7,500.00	471.00	7,029.00	1592.36%		471.00	-471.00	0.00%	7,500.00	1,413.00	6,087.00	530.79%
6010 Bank Fees	0.29	8.00	-7.71	3.63%	0.29	8.00	-7.71	3.63%	0.29	8.00	-7.71	3.63%	0.87	24.00	-23.13	3.63%
6030 Board Meeting Rent	100.00	100.00	0.00	100.00%	100.00	100.00	0.00	100.00%		100.00	-100.00	0.00%	200.00	300.00	-100.00	66.67%
6040 Committees																
6050 Archives		0.00	0.00			400.00	-400.00	0.00%		0.00	0.00		0.00	400.00	-400.00	0.00%
6060 Banquet	1,075.00	0.00	1,075.00		1,500.00	0.00	1,500.00			11,250.00	-11,250.00	0.00%	2,575.00	11,250.00	-8,675.00	22.89%
6080 CPC		83.00	-83.00	0.00%		83.00	-83.00	0.00%		83.00	-83.00	0.00%	0.00	249.00	-249.00	0.00%
6090 H & I		42.00	-42.00	0.00%		42.00	-42.00	0.00%		42.00	-42.00	0.00%	0.00	126.00	-126.00	0.00%
6100 Hospitality		42.00	-42.00	0.00%		42.00	-42.00	0.00%		42.00	-42.00	0.00%	0.00	126.00	-126.00	0.00%
6110 Lit Committee		25.00	-25.00	0.00%		25.00	-25.00	0.00%		25.00	-25.00	0.00%	0.00	75.00	-75.00	0.00%
6130 Outreach		42.00	-42.00	0.00%		42.00	-42.00	0.00%		42.00	-42.00	0.00%	0.00	126.00	-126.00	0.00%
6150 Rules		0.00	0.00			0.00	0.00			0.00	0.00		0.00	0.00	0.00	
6160 Special Needs		0.00	0.00			0.00	0.00			0.00	0.00		0.00	0.00	0.00	
Total 6040 Committees	\$ 1,075.00	\$ 234.00	\$ 841.00	459.40%	\$ 1,500.00	\$ 634.00	\$ 866.00	236.59%	\$ 0.00	\$ 11,484.00	-\$ 11,484.00	0.00%	\$ 2,575.00	\$ 12,352.00	-\$ 9,777.00	20.85%
6180 Insurance	3,440.00	7,750.00	-4,310.00	44.39%		0.00	0.00		-675.00	0.00	-675.00		2,765.00	7,750.00	-4,985.00	35.68%
6190 Merchant Services		200.00	-200.00	0.00%		200.00	-200.00	0.00%		200.00	-200.00	0.00%	0.00	600.00	-600.00	0.00%
6200 Employee Compensation			0.00				0.00				0.00		0.00	0.00	0.00	
6210 Benefits			0.00				0.00				0.00		0.00	0.00	0.00	
6220 Medical	376.25	400.00	-23.75	94.06%	152.00	400.00	-248.00	38.00%		400.00	-400.00	0.00%	528.25	1,200.00	-671.75	44.02%

6230 Retirement	117.99	120.00	-2.01	98.33%	117.99	120.00	-2.01	98.33%	117.99	120.00	-2.01	98.33%	353.97	360.00	-6.03	98.33%
Total 6210 Benefits	\$ 494.24	\$ 520.00	-\$ 25.76	95.05%	\$ 269.99	\$ 520.00	-\$ 250.01	51.92%	\$ 117.99	\$ 520.00	-\$ 402.01	22.69%	\$ 882.22	\$ 1,560.00	-\$ 677.78	56.55%
6240 Reimbursement																
6241 Annual Intergroup Seminar		0.00	0.00			0.00	0.00			0.00	0.00		0.00	0.00	0.00	
6242 Cell Phone	80.00	80.00	0.00	100.00%	80.00	80.00	0.00	100.00%		80.00	-80.00	0.00%	160.00	240.00	-80.00	66.67%
6243 Mileage	30.22	67.00	-36.78	45.10%	25.88	67.00	-41.12	38.63%		67.00	-67.00	0.00%	56.10	201.00	-144.90	27.91%
Total 6240 Reimbursement	\$ 110.22	\$ 147.00	-\$ 36.78	74.98%	\$ 105.88	\$ 147.00	-\$ 41.12	72.03%	\$ 0.00	\$ 147.00	-\$ 147.00	0.00%	\$ 216.10	\$ 441.00	-\$ 224.90	49.00%
Total 6200 Employee Compensation	\$ 604.46	\$ 667.00	-\$ 62.54	90.62%	\$ 375.87	\$ 667.00	-\$ 291.13	56.35%	\$ 117.99	\$ 667.00	-\$ 549.01	17.69%	\$ 1,098.32	\$ 2,001.00	-\$ 902.68	54.89%
6263 Taxes	474.74	360.00	114.74	131.87%	477.39	360.00	117.39	132.61%	430.85	360.00	70.85	119.68%	1,382.98	1,080.00	302.98	128.05%
6264 Wages	5,023.63	5,145.00	-121.37	97.64%	5,051.75	5,145.00	-93.25	98.19%	5,092.38	5,145.00	-52.62	98.98%	15,167.76	15,435.00	-267.24	98.27%
Total 6260 Payroll Expenses	\$ 5,498.37	\$ 5,505.00	-\$ 6.63	99.88%	\$ 5,529.14	\$ 5,505.00	\$ 24.14	100.44%	\$ 5,523.23	\$ 5,505.00	\$ 18.23	100.33%	\$ 16,550.74	\$ 16,515.00	\$ 35.74	100.22%
6300 Office Expense																
6305 Internet		64.00	-64.00	0.00%	169.98	64.00	105.98	265.59%		64.00	-64.00	0.00%	169.98	192.00	-22.02	88.53%
6310 New Equipment		100.00	-100.00	0.00%		100.00	-100.00	0.00%		100.00	-100.00	0.00%	0.00	300.00	-300.00	0.00%
6315 Office Rent	1,940.00	2,121.00	-181.00	91.47%	1,940.00	2,121.00	-181.00	91.47%	2,150.00	2,121.00	29.00	101.37%	6,030.00	6,363.00	-333.00	94.77%
6320 Office Supplies	213.77	200.00	13.77	106.89%		200.00	-200.00	0.00%	287.53	200.00	87.53	143.77%	501.30	600.00	-98.70	83.55%
6325 Parking	210.00	278.00	-68.00	75.54%	210.00	278.00	-68.00	75.54%		278.00	-278.00	0.00%	420.00	834.00	-414.00	50.36%
6330 Postage & Delivery	65.99	125.00	-59.01	52.79%	115.99	125.00	-9.01	92.79%	65.99	125.00	-59.01	52.79%	247.97	375.00	-127.03	66.13%
6335 Repair/Maintenance	557.27	473.00	84.27	117.82%	101.76	473.00	-371.24	21.51%	114.11	473.00	-358.89	24.12%	773.14	1,419.00	-645.86	54.48%
6340 Telephone		410.00	-410.00	0.00%	430.08	410.00	20.08	104.90%	430.08	410.00	20.08	104.90%	860.16	1,230.00	-369.84	69.93%
6345 Web Hosting	29.49	325.00	-295.51	9.07%	413.49	325.00	88.49	127.23%	29.49	325.00	-295.51	9.07%	472.47	975.00	-502.53	48.46%
Total 6300 Office Expense	\$ 3,016.52	\$ 4,096.00	-\$ 1,079.48	73.65%	\$ 3,381.30	\$ 4,096.00	-\$ 714.70	82.55%	\$ 3,077.20	\$ 4,096.00	-\$ 1,018.80	75.13%	\$ 9,475.02	\$ 12,288.00	-\$ 2,812.98	77.11%
6370 QuickBooks Payments Fees	238.13		238.13		226.62		226.62		291.81		291.81		756.56	0.00	756.56	
6390 Sales Tax on Goods Sold	12,591.41	413.00	12,178.41	3048.77%		413.00	-413.00	0.00%	-12,591.41	413.00	-13,004.41	-3048.77%	0.00	1,239.00	-1,239.00	0.00%
6400 Unapplied Cash Bill Payment Expense	0.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00	0.00	
6410 Uncategorized Expense	427.00		427.00				0.00				0.00		427.00	0.00	427.00	
Total Expenses	\$ 26,991.18	\$ 19,444.00	\$ 7,547.18	138.81%	\$ 18,613.22	\$ 12,094.00	\$ 6,519.22	153.90%	-\$ 4,255.89	\$ 22,944.00	-\$ 27,199.89	-18.55%	\$ 41,348.51	\$ 54,482.00	-\$ 13,133.49	75.89%
Net Operating Income	\$ 322.87	-\$ 4,302.00	\$ 4,624.87	-7.51%	-\$ 6,616.37	\$ 448.00	-\$ 7,064.37	-1476.87%	\$ 16,658.06	-\$ 13,002.00	\$ 29,660.06	-128.12%	\$ 10,364.56	-\$ 16,856.00	\$ 27,220.56	-61.49%
Other Expenses																
6420 Other Miscellaneous Expense			0.00		90.00		90.00				0.00		90.00	0.00	90.00	
Reconciliation Discrepancies-1			0.00		3.38		3.38				0.00		3.38	0.00	3.38	
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 0.00		\$ 93.38	\$ 0.00	\$ 93.38		\$ 0.00	\$ 0.00	\$ 0.00		\$ 93.38	\$ 0.00	\$ 93.38	
Net Other Income	\$ 0.00	\$ 0.00	\$ 0.00		-\$ 93.38	\$ 0.00	-\$ 93.38		\$ 0.00	\$ 0.00	\$ 0.00		-\$ 93.38	\$ 0.00	-\$ 93.38	
Net Income	\$ 322.87	-\$ 4,302.00	\$ 4,624.87	-7.51%	-\$ 6,709.75	\$ 448.00	-\$ 7,157.75	-1497.71%	\$ 16,658.06	-\$ 13,002.00	\$ 29,660.06	-128.12%	\$ 10,271.18	-\$ 16,856.00	\$ 27,127.18	-60.93%

Monday, Apr 10, 2017 05:55:00 PM GMT-7 - Cash Basis