

Central Office Report - NCIG

COMPLETED OFFICE MANAGER TASKS

December 2020/January 2021

IGR packet: <https://www.northcoloradoaa.org/resources>

The Highlights:

- Moved another \$2,000 to Savings and finished Quickbooks training (and getting more accurate reports!).
- Researched Square (and other equipment) and prepared a new credit card merchant proposal for a switch.
- Prepared YTD Quarterly Comparison Report and the 2021 Budget (with lots of help from Molly and Donna).
- Met with Jon twice and began work on the new website.
- Many literature orders came in.
- Switched from FRIL to Hover for our domains and email address.
- Trained Julie on forwarding calls on the Comcast Business website.
- One phone watch shift open for the 4th Friday of the month evening/overnight (5 PM to 8 AM).
- Going to open Tuesdays 9 AM - 1 PM on 1/26 and another day each month after that until we go back to a full week, I hope.

The Details:

- **Quickbooks and Bookkeeping:**
 - ◆ Entered and matched December and January so far in Quickbooks (income and expenses).
 - ◆ **Moved another \$2,000 to Savings**
 - ◆ 2020 now reconciled properly with more accurate numbers and categories
 - ◆ Generated finance reports for the NCIG finance report and quarterly taxes for Cache

- ◆ Worked on a format for tracking monthly expenses and income against our 2021 budget
- ◆ Alkathon: \$210

→ **Central Office and Website:**

- ◆ Mail Chimp subscription: **200+ subscribers. Still receiving them.**
- ◆ Created and sent out the Jan 2021 issue Northern Notes newsletter.
- ◆ Website Updates: meetings for website and meeting guide app, Alkathon event, and price list. Added to “Resources” section of the website with new IG docs, etc.
- ◆ Working on January issue of *Northern Notes* Newsletter.
- ◆ Printed more newcomer pamphlets for our packet
- ◆ Printed updated meeting schedules.
- ◆ Switched from FRII to Hover for our domains and email address.
- ◆ Intuit QB payroll update with Canvas coordination, still no word.
- ◆ Added to Updates & Announcements to the website. Also, started writing an about section on Intergroup/Central Office.

→ **Watch focus:**

- ◆ **One open shift currently. Still need subs and 12th step callers.**
- ◆ Sending a weekly email out to all watch volunteers.
- ◆ Planning a workshop for the new year with Julie to stay current.
- ◆ Julie and Wister are working on the Volunteer Watch Reference binder.

→ **Finances and Reporting (taxes)**

- ◆ Gathered data and created December financial report
- ◆ Worked on the 2021 budget with Molly and Donna.
- ◆ **Received Canvas checks, because our merchant requires a voided check to change bank information with them. Therefore, the Wells Fargo account is still open. HOWEVER, I can only upload the photo online and it would not work on the merchant’s website. Let’s be done with this untrustworthy merchant, please.** Moving to Square or another simpler and less expensive merchant might be wise.
- ◆ Deposited Venmo/PayPal/checks into the bank; treasurer does the cash.

- ◆ Fixed some QB issues with Cache and had a final training session.
- ◆ We apparently have a credit of over \$600 at the IRS, they sent a letter to us.
Cache accounting is verifying this for us.
- ◆ Merchant Change Proposal
- ◆ Still no word from Intuit about updating our bank with QB payroll.
- ◆ Sent quarterly tax reports to Jacquie at Cache.
- ◆ Paid Bills and tracked income for December/January.
- ◆ Scanned files and receipts and uploaded to the Drive.

→ **Miscellaneous Other Stuff**

- ◆ Looked into non-profit Directors and Officers insurance (State Farm, they said that we would qualify because we'd be considered counseling services, and Flood & Peterson, exorbitant.
- ◆ Worked with Chelsea on the New Year's Eve Alkathon.

NEXT MONTH'S GOALS:

1. New Website
2. Plan watch volunteer workshop with Julie and Wister
3. Close Wells Fargo account
4. New Merchant
5. Open on Tuesdays