

Central Office Report - NCIG

COMPLETED OFFICE MANAGER TASKS

November/December 2020

→ Quickbooks and Bookkeeping:

- ◆ Entered November and December so far in Quickbooks (income and expenses).
- ◆ Trained again with Jacquie (our accountant) about the reconcile, reports, and expense functions. Should be the last time.
- ◆ **Canvas accounts link to QB now.**
- ◆ Reconciled October and November correctly and created a finance report.
- ◆ Worked more on creating a budget in QB, still working on it.
- ◆ Started a routine with receipts and transactions with the help of Cache

→ Central Office and Website:

- ◆ Mail Chimp subscription: **200+ subscribers so far.**
- ◆ Sent out Northern Notes newsletter and Sober Songs reminder
- ◆ Printing copies of new meeting schedule and newcomer pamphlet.
- ◆ Website Updates: meetings for website and meeting guide app, event, and price list. Added to “Resources” section of the website with new IG docs, IGR packet.
- ◆ Working on January issue of *Northern Notes* Newsletter.
- ◆ Signed and sent new lease to landlord.
- ◆ Prices in all books now. Updated inventory in QB.
- ◆ Created a new sleeve for Newcomer packet.
- ◆ We did Sober Songs event!
- ◆ Comcast was installed and returning CenturyLink modem. Works great!!
- ◆ Intuit QB payroll update with Canvas coordination
- ◆ Added to Updates & Announcements and Events on the website.

→ Watch focus:

- ◆ **No open shifts currently. Still needs 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 still working on the Volunteer Watch Reference binder.

→ Finances and Reporting (taxes)

- ◆ Gathered and created November financial reports.
- ◆ **Waiting on Canvas checks, because our merchant requires a voided check to change bank information with them. Therefore, the Wells Fargo account is still open. Should be closed by the next meeting in January because Canvas checks have yet to arrive.**
- ◆ Deposited Venmo/PayPal/checks into the bank; treasurer does the cash.
- ◆ Fixed some QB issues with Cache.
- ◆ Researched alternative **merchants** to compare, created a doc. Moving to Square or another simpler and less expensive merchant might be wise.
- ◆ Created a financial breakdown document for Sober Songs.
- ◆ Paid Bills and tracked income for November/December
- ◆ Scanned files and receipts and uploaded to the Drive
- ◆ **Should we have a charity page and wish list on Amazon Smile??**

→ Miscellaneous Other Stuff

- ◆ Created an IGR packet
- ◆ Set up Comcast call forwarding

NEXT MONTH'S GOALS:

1. New Website??
2. Finish Budget
3. Plan watch volunteer workshop with Julie and Wister
4. Close Wells Fargo account
5. Alkathon event for New Year's Eve

THOUGHTS:

- Zoom waiting room instead of Password,
- Literature for low-income folks (ICOAA and GSO communication)
- Payment method tally needed on finance report?