

MONTHLY CENTRAL OFFICE MANAGER'S REPORT- Allen C.

January 20, 2021 thru February 15, 2021

Manager Remarks:

Heartfelt thanks for the continued support and assistance from the many volunteers who continue to provide service to the Pinellas County Intergroup Central Office. Especially those who assisted in the Annual Inventory.

Accomplishments:

1. Inventory Completed on February 6th and 7th.
2. Began Dialogue with Sober Recovery House for cyclical newcomer volunteers – in process for coordinating set schedules. PCI central office seeks to assist/sponsor sober houses to assist volunteer coordinator with PCI service needs.
3. Webpage compliment received; was unaware of the webpage option!
4. Completed training on procuring, receiving, and cyclical invoicing.
5. Finalized employee contract with Executive Committee. Thank you to all who supported my appointment.

Central Office Telecom Statistics:

1. Telecom Calls: Help Line Chair provides
2. Visitors: 132
3. Volunteers:

Fiscal Points of interest:

- Price increases:
 1. Daily reflection increased .15 per book
- Donation of laptop by XXXXXXXX for Intergroup Office Manager use. Model Number LXXXXXX from 2250 Club, David G.

Office Administration news:

1. New Intergroup office Property Form created and in use.
2. Launched Mail Chimp for mass communication to Intergroup Representatives – If you did not receive an email from PCI, please go to webpage and complete New IGR form so we may link your information to MailChimp. This system is used to distribute monthly business meeting agenda/reports and last months minutes in advance to all IGR's.
3. New Volunteer Sober House Form created to assist in coordinating newcomer volunteers.

Donations sought:

Please spread the word in your home groups that we are seeking any old literature for use in 12step service. We have also set up a box in the office at Central office for folks who wish to drop it by. We seek to support sober living houses, treatment facilities, and as well as 12 step calls.

Pinellas County Intergroup, Inc
Balance Sheet
As of January 31, 2021
Jan 31, 21

ASSETS

Current Assets

Checking/Savings

101A · Achieva Credit Union	12,648.52
104 · Savings Account	10,043.90
106 · Petty Cash	180.00

Total Checking/Savings 22,872.42

Other Current Assets

102 · Undeposited Funds	1,729.65
120 · Inventory Asset	53,062.96

Total Other Current Assets 54,792.61

Total Current Assets 77,665.03

Fixed Assets

222 · Equipment & Machinery	6,914.05
224 · Furniture & Fixtures	8,694.24
228 · Leasehold Improvements	1,245.93
233 · Accumulated Depr.Equip&Mach	(13,172.17)
239 · Accum.Amort.Leasehold Improve	(1,245.93)

Total Fixed Assets 2,436.12

Other Assets

126 · Prepaid Website	204.66
127 · Website Feature Addons	266.50

Total Other Assets 471.16

TOTAL ASSETS 80,572.31

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · Accounts Payable	2,961.86
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Total Accounts Payable 2,961.86

Credit Cards

DC - Achieva - Brandy	180.00
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Total Credit Cards 180.00

Other Current Liabilities

305 · Sales Tax Payable	235.18
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310 · Payroll Liabilities	
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350 · Fica W/H Payable	342.72
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351 · Federal W/H Payable	136.00
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352 · Suta Payable	6.50
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Total 310 · Payroll Liabilities 485.22

404 · Deferred Picnic Contributions	75.00
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Total Other Current Liabilities 795.40

Total Current Liabilities 3,937.26

Total Liabilities 3,937.26

Equity

Pinellas County Intergroup, Inc

Balance Sheet

As of January 31, 2021
Jan 31, 21

560 - Opening Bal Equity	132.00
561 - Retained Earnings	24,046.60
565 - Fund Balance	54,711.54
Net Income	(2,255.09)
Total Equity	<u>76,635.05</u>
TOTAL LIABILITIES & EQUITY	<u><u>80,572.31</u></u>

Pinellas County Intergroup, Inc
Balance Sheet Prev Year Comparison
As of January 31, 2021

02/08/21

Accrual Basis

	Jan 31, 21	Jan 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101A · Achieva Credit Union	12,648.52	17,357.11	(4,708.59)
104 · Savings Account	10,043.90	10,038.46	5.44
106 · Petty Cash	180.00	180.00	0.00
Total Checking/Savings	22,872.42	27,575.57	(4,703.15)
Accounts Receivable			
105 · Accounts Receivable	0.00	358.45	(358.45)
Total Accounts Receivable	0.00	358.45	(358.45)
Other Current Assets			
102 · Undeposited Funds	1,729.65	0.00	1,729.65
112 · Prepaid Anniversary Dinner Exp	0.00	2,087.17	(2,087.17)
114 · Prepaid Picnic Expense	0.00	559.88	(559.88)
120 · Inventory Asset	53,062.96	51,181.29	1,881.67
Total Other Current Assets	54,792.61	53,828.34	964.27
Total Current Assets	77,665.03	81,762.36	(4,097.33)
Fixed Assets			
222 · Equipment & Machinery	6,914.05	5,890.05	1,024.00
224 · Furniture & Fixtures	8,694.24	8,694.24	0.00
228 · Leasehold Improvements	1,245.93	2,269.93	(1,024.00)
233 · Accumulated Depr.Equip&Mach	(13,172.17)	(12,005.77)	(1,166.40)
239 · Accum.Amort.Leasehold Improve	(1,245.93)	(1,245.93)	0.00
Total Fixed Assets	2,436.12	3,602.52	(1,166.40)
Other Assets			
126 · Prepaid Website	204.66	379.98	(175.32)
127 · Website Feature Addons	266.50	167.50	99.00
Total Other Assets	471.16	547.48	(76.32)
TOTAL ASSETS	80,572.31	85,912.36	(5,340.05)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200 · Accounts Payable	2,961.86	0.00	2,961.86
Total Accounts Payable	2,961.86	0.00	2,961.86
Credit Cards			
DC - Achieva - Brandy	180.00	0.00	180.00
Total Credit Cards	180.00	0.00	180.00
Other Current Liabilities			
305 · Sales Tax Payable	235.18	489.20	(254.02)
310 · Payroll Liabilities			
350 · Fica W/H Payable	342.72	660.96	(318.24)
351 · Federal W/H Payable	136.00	290.00	(154.00)
352 · Suta Payable	6.50	4.32	2.18
Total 310 · Payroll Liabilities	485.22	955.28	(470.06)
402 · Deferred Anniversary Revenue	0.00	8,260.00	(8,260.00)
404 · Deferred Picnic Contributions	75.00	0.00	75.00
Total Other Current Liabilities	795.40	9,704.48	(8,909.08)
Total Current Liabilities	3,937.26	9,704.48	(5,767.22)

Pinellas County Intergroup, Inc
Balance Sheet Prev Year Comparison
As of January 31, 2021

	<u>Jan 31, 21</u>	<u>Jan 31, 20</u>	<u>\$ Change</u>
Total Liabilities	3,937.26	9,704.48	(5,767.22)
Equity			
560 · Opening Bal Equity	132.00	0.00	132.00
561 · Retained Earnings	24,046.60	20,869.88	3,176.72
565 · Fund Balance	54,711.54	54,711.54	0.00
Net Income	(2,255.09)	626.46	(2,881.55)
Total Equity	<u>76,635.05</u>	<u>76,207.88</u>	427.17
TOTAL LIABILITIES & EQUITY	<u>80,572.31</u>	<u>85,912.36</u>	<u>(5,340.05)</u>

Pinellas County Intergroup, Inc

02/08/21

Profit & Loss

Accrual Basis

January 2021

	<u>Jan 21</u>
Ordinary Income/Expense	
Income	
600 · C.O. Revenue	
601A · Group Contributions	5,960.65
601B · Unity Meeting	61.00
601E · Personal Contributions	609.32
602A · AAWS Sales	2,398.57
602C · Grapevine Sales	319.74
603 · Medallion Sales	1,357.53
604 · Where & When Sales	15.00
609 · Anniversary Cards	152.50
617 · Miscellaneous Items	15.00
633 · Meeting in a Pocket	71.61
	<hr/>
Total 600 · C.O. Revenue	10,960.92
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Total Income	10,960.92
Cost of Goods Sold	
700 · Cost of Goods Sold	
720A · AAWS Cost	1,847.96
720C · Grapevine Cost	234.94
721 · Medallions Cost	723.84
722 · Where & When Cost	18.19
726 · Picnic Costs	(314.50)
730 · Anniversary Cards	79.97
733 · Meeting in a Pocket	20.49
736 · Miscellaneous Items	6.00
740 · Shipping	19.00
	<hr/>
Total 700 · Cost of Goods Sold	2,635.89
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Total COGS	2,635.89
	<hr/>
Gross Profit	8,325.03
Expense	
Sales Tax	5.76
656 · Payroll Expenses	2,240.00
658 · Direct Deposit Fees	5.25
800 · C.O. Operating Expense	
801 · Contributions	314.50
803 · Bank Charges	
804PP · PayPal Servicing Charge	139.48
	<hr/>
Total 803 · Bank Charges	139.48
805 · Internet and Web Site	
805A · Web Site - PCI	70.58
805C · Internet Connection	74.27
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Total 805 · Internet and Web Site	144.85
808 · Discounts Taken	(361.95)
817 · Where and When - Free	18.40
818 · Small Equipment & Furnishings	57.99
822 · Printing	
822A · Plain & Straight	140.00
822B · Where & When	0.00
	<hr/>
Total 822 · Printing	140.00
826 · Office Expenses	193.30
840 · Cash Over/Short	(0.01)
843 · Copier Service Contract	60.00
846 · Licenses and Fees	43.00
847 · Professional Fees	125.00
849 · Payroll Taxes	
850 · SS and Medicare	171.36

Pinellas County Intergroup, Inc

Profit & Loss

January 2021

02/08/21

Accrual Basis

	<u>Jan 21</u>
851 · State Unemploy. Tax (SUTA)	6.50
Total 849 · Payroll Taxes	<u>177.86</u>
Total 800 · C.O. Operating Expense	1,052.42
880 · Depreciation	97.20
Total Expense	<u>3,400.63</u>
Net Ordinary Income	4,924.40
Other Income/Expense	
Other Expense	
675 · Prudent Reserve Distribution	
675A · AA GSO Contribution	1,794.87
675B · Area 15 Contribution	1,794.87
675C · District 1 Contribution	3,589.75
Total 675 · Prudent Reserve Distribution	<u>7,179.49</u>
Total Other Expense	<u>7,179.49</u>
Net Other Income	<u>(7,179.49)</u>
Net Income	<u><u>(2,255.09)</u></u>

Pinellas County Intergroup, Inc
Profit & Loss Prev Year Comparison
January 2021

	Jan 21	Jan 20
Ordinary Income/Expense		
Income		
600 · C.O. Revenue		
601A · Group Contributions	5,960.65	6,533.25
601B · Unity Meeting	61.00	277.00
601D · Birthday Plan	0.00	52.00
601E · Personal Contributions	609.32	170.50
602A · AAWS Sales	2,398.57	4,470.36
602C · Grapevine Sales	319.74	335.72
603 · Medallion Sales	1,357.53	2,106.01
604 · Where & When Sales	15.00	125.00
609 · Anniversary Cards	152.50	132.50
617 · Miscellaneous Items	15.00	0.00
633 · Meeting in a Pocket	71.61	148.05
Total 600 · C.O. Revenue	<u>10,960.92</u>	<u>14,350.39</u>
Total Income	10,960.92	14,350.39
Cost of Goods Sold		
700 · Cost of Goods Sold		
720A · AAWS Cost	1,847.96	3,543.19
720C · Grapevine Cost	234.94	274.88
721 · Medallions Cost	723.84	1,030.92
722 · Where & When Cost	18.19	129.18
726 · Picnic Costs	(314.50)	0.00
730 · Anniversary Cards	79.97	51.84
733 · Meeting in a Pocket	20.49	43.90
736 · Miscellaneous Items	6.00	0.00
740 · Shipping	19.00	86.23
Total 700 · Cost of Goods Sold	<u>2,635.89</u>	<u>5,160.14</u>
Total COGS	2,635.89	5,160.14
Gross Profit	8,325.03	9,190.25
Expense		
Sales Tax	5.76	0.00
656 · Payroll Expenses	2,240.00	4,320.00
6560 · *Payroll Expenses	0.00	17.50
658 · Direct Deposit Fees	5.25	0.00
800 · C.O. Operating Expense		
801 · Contributions	314.50	0.00
803 · Bank Charges		
804PP · PayPal Servicing Charge	139.48	0.00
804Sq · Square Servicing Charge	0.00	135.28
Total 803 · Bank Charges	<u>139.48</u>	<u>135.28</u>
805 · Internet and Web Site		
805A · Web Site - PCI	70.58	(184.38)
805C · Internet Connection	74.27	68.48
Total 805 · Internet and Web Site	<u>144.85</u>	<u>(115.90)</u>
808 · Discounts Taken	(361.95)	0.00
814 · Software	0.00	849.99
815 · Rent	0.00	681.14
817 · Where and When - Free	18.40	0.00
818 · Small Equipment & Furnishings	57.99	592.09
822 · Printing		
822A · Plain & Straight	140.00	130.00
822B · Where & When	0.00	0.00
Total 822 · Printing	<u>140.00</u>	<u>130.00</u>
825 · Telephone	0.00	57.86
826 · Office Expenses	193.30	458.99

Pinellas County Intergroup, Inc
Profit & Loss Prev Year Comparison
January 2021

	Jan 21	Jan 20
829 · Travel	0.00	22.00
831 · Postage	0.00	110.00
837 · Utilities	0.00	44.47
838 · Business Insurance	0.00	582.97
840 · Cash Over/Short	(0.01)	0.00
843 · Copier Service Contract	60.00	60.00
846 · Licenses and Fees	43.00	61.25
847 · Professional Fees	125.00	125.00
849 · Payroll Taxes		
850 · SS and Medicare	171.36	330.48
851 · State Unemploy. Tax (SUTA)	6.50	4.32
Total 849 · Payroll Taxes	177.86	334.80
Total 800 · C.O. Operating Expense	1,052.42	4,129.94
880 · Depreciation	97.20	97.20
Total Expense	3,400.63	8,564.64
Net Ordinary Income	4,924.40	625.61
Other Income/Expense		
Other Income		
620 · Other Income		
622 · Interest-Savings	0.00	0.85
Total 620 · Other Income	0.00	0.85
Total Other Income	0.00	0.85
Other Expense		
675 · Prudent Reserve Distribution		
675A · AA GSO Contribution	1,794.87	0.00
675B · Area 15 Contribution	1,794.87	0.00
675C · District 1 Contribution	3,589.75	0.00
Total 675 · Prudent Reserve Distribution	7,179.49	0.00
Total Other Expense	7,179.49	0.00
Net Other Income	(7,179.49)	0.85
Net Income	(2,255.09)	626.46

Pinellas County Intergroup, Inc
Profit & Loss Prev Year Comparison
January 2021

	\$ Change
Ordinary Income/Expense	
Income	
600 · C.O. Revenue	
601A · Group Contributions	(572.60)
601B · Unity Meeting	(216.00)
601D · Birthday Plan	(52.00)
601E · Personal Contributions	438.82
602A · AAWS Sales	(2,071.79)
602C · Grapevine Sales	(15.98)
603 · Medallion Sales	(748.48)
604 · Where & When Sales	(110.00)
609 · Anniversary Cards	20.00
617 · Miscellaneous Items	15.00
633 · Meeting in a Pocket	(76.44)
	(3,389.47)
Total 600 · C.O. Revenue	
Total Income	(3,389.47)
Cost of Goods Sold	
700 · Cost of Goods Sold	
720A · AAWS Cost	(1,695.23)
720C · Grapevine Cost	(39.94)
721 · Medallions Cost	(307.08)
722 · Where & When Cost	(110.99)
726 · Picnic Costs	(314.50)
730 · Anniversary Cards	28.13
733 · Meeting in a Pocket	(23.41)
736 · Miscellaneous Items	6.00
740 · Shipping	(67.23)
	(2,524.25)
Total 700 · Cost of Goods Sold	
Total COGS	(2,524.25)
Gross Profit	(865.22)
Expense	
Sales Tax	5.76
656 · Payroll Expenses	(2,080.00)
6560 · *Payroll Expenses	(17.50)
658 · Direct Deposit Fees	5.25
800 · C.O. Operating Expense	
801 · Contributions	314.50
803 · Bank Charges	
804PP · PayPal Servicing Charge	139.48
804Sq · Square Servicing Charge	(135.28)
	4.20
Total 803 · Bank Charges	
805 · Internet and Web Site	
805A · Web Site - PCI	254.96
805C · Internet Connection	5.79
	260.75
Total 805 · Internet and Web Site	
808 · Discounts Taken	(361.95)
814 · Software	(849.99)
815 · Rent	(681.14)
817 · Where and When - Free	18.40
818 · Small Equipment & Furnishings	(534.10)
822 · Printing	
822A · Plain & Straight	10.00
822B · Where & When	0.00
	10.00
Total 822 · Printing	
825 · Telephone	(57.86)
826 · Office Expenses	(265.69)

Pinellas County Intergroup, Inc
Profit & Loss Prev Year Comparison
January 2021

	<u>\$ Change</u>
829 · Travel	(22.00)
831 · Postage	(110.00)
837 · Utilities	(44.47)
838 · Business Insurance	(582.97)
840 · Cash Over/Short	(0.01)
843 · Copier Service Contract	0.00
846 · Licenses and Fees	(18.25)
847 · Professional Fees	0.00
849 · Payroll Taxes	
850 · SS and Medicare	(159.12)
851 · State Unemploy. Tax (SUTA)	2.18
Total 849 · Payroll Taxes	<u>(156.94)</u>
Total 800 · C.O. Operating Expense	<u>(3,077.52)</u>
880 · Depreciation	0.00
Total Expense	<u>(5,164.01)</u>
Net Ordinary Income	4,298.79
Other Income/Expense	
Other Income	
620 · Other Income	
622 · Interest-Savings	(0.85)
Total 620 · Other Income	<u>(0.85)</u>
Total Other Income	<u>(0.85)</u>
Other Expense	
675 · Prudent Reserve Distribution	
675A · AA GSO Contribution	1,794.87
675B · Area 15 Contribution	1,794.87
675C · District 1 Contribution	3,589.75
Total 675 · Prudent Reserve Distribution	<u>7,179.49</u>
Total Other Expense	<u>7,179.49</u>
Net Other Income	<u>(7,180.34)</u>
Net Income	<u><u>(2,881.55)</u></u>

**Intergroup Contribution Calculation
For the Month Ending 01/31/21**

The report expenses do not include depreciation or Inventory Adj	Total Expenses Per Month	Average of Last 12 Months
February 2020	8,467.44	
March 2020	5,485.64	
April 2020	6,483.06	
May 2020	5,371.79	
June 2020	6,236.14	
July 2020	6,293.11	
August 2020	5,689.63	
September 2020	6,278.36	
October 2020	6,595.07	
November 2020	4,986.06	
December 2020	3,870.29	
January 2021	3,400.63	
Total	69,157.22	5,763.10
Checking Account	12,648.52	
Savings Account	10,043.90	
Total Cash on Hand		22,692.42
Less: Current Liabilities		(2,961.86)
Less: One month's expenses		(5,763.10)
Less: Prudent Reserve (2 * Average Expenses)		(11,526.20)
Over / (Under)		2,441.26
Available for Distribution		2,441.26
District 1		1,220.63
Area 15		610.31
GSO		610.31
Verify Total		2,441.26

Queues Users Calls Meetings

USERS · GROUPS · DEPTS · IVRS
73 of 73 Users

CALL TYPE
All Types

QUEUE CALLS
All Calls

CALL LENGTH
All Length

Total KPIs  [Select KPIs](#)

424
Total Calls

13.68
Avg. Calls/Day

78.5%
% Inbound

333
Inbound

21.5%
% Outbound

91
Outbound

307
Answered

4
Voicemail

7.8%
% Missed (w/VM)

26
Missed (w/VM)

25:35:11
Total Handle Time

24:11:33
Total Handle Time (in)

04:08
Avg. Handle Time

04:43
Avg. Handle Time (in)

00:08
Avg. Speed of Answer

92.2%
% Answered

71
Refused

420
Total Call Sessions

1/2-2250 group with 29 attendees,1/9 open speaker meeting with 19 attendees,1/16,Countryside group with 22 attendees,1/16open speaker meeting with 19 attendees and on 1/30 a open speaker meeting with 29 attendees .Total attendance for January was 118 and total donations was \$61.00.