PINELLAS COUNTY STEERING COMMITTEE BUSINESS MEETING MINUTES

September 7, 2024, 11:30 AM at Walsingham Group

Members Present:

Tanya Y. – Chair
Kevin R. – Vice Chair
Mike F. – Secretary
Brian G.– Helpline
Joe G. – Web Chair
Steven S.– Where & When
Bill S. – Unity Meeting Chair
Rick P. – Talent Show

Members Not Present:

Mickey S. – Treasurer
Pam V.– Plain & Straight
Christina – Rules Committee

1. Meeting – not recording face-to-face meeting for Secretary.
2. Open with "We" version of Serenity Prayer.
3. Secretary takes roll call & assumes 'timekeeper' role.
4. Welcome any New or Potential Standing Chair Attendees – None present.
5. Open Meeting.
6. Chairperson's remarks. No general remarks provided.
7. Reading of Reports:

- Financials/Treasurer's Report Mike F.
  - Lost $8,000 in August vs budget of a loss of $4,000
  - Received approximately $2,000 from Groups vs budget of $4,500
  - Consumed $4,000 of cash rather than the $6,000 we had forecasted
    - Selling all tickets for Talent Show (approximately $4,000) helped reduce our net cash outlay
- Office Manager Report Allen C.

- Visitor count is increasing at 49ers location the more the word gets out about our temporary operation there
- Allen feels 49ers location will work for us as well as any alternate location would
- Tanya asked if we thought sending individual emails to Intergroup Reps informing them of the temporary office location and hours would help
    - Tanya made a motion to get a master list of email addresses, and the Steering committee send individual emails to them informing them of the operation at the 49ers and asking them to encourage their Groups to contribute to Intergroup
        - Allen and Joe G will get back to Tanya by Wed, Sep 11 to see if this is feasible
    - Motion was seconded and passed unanimously
    - Steering Committee wants list of contributions by Group to get some indication of where our drop off in contributions is
        - Mike F will provide the data
- Brian G suggested we consider operating out of Oakhurst United Methodist so we could operate full office hours and securely store supplies
    - The church would allow us to pay them whatever we could afford
    - Motion was made to offer 49ers payment for use of their space
        - Amount will be determined later
        - Motion was passed unanimously
    - After the meeting the Chair sent an email to the Executive Committee and Standing Chairs to close the discussion on a temporary office at the 49ers vs. Oakhurst United Methodist and request a vote. The majority voted to move to Oakhurst United Methodist.

- District 1 Liaison Allen C.
- Intergroup Central Offices of AA Allen C.
    - Allen shared some flyers other Intergroups use to solicit contributions and volunteers
    - Tanya made a motion we rollout Grateful Givers program at the Gratitude Dinner
        - Motion passed unanimously
- Helpline/12 Step Report Brian G.
- Plain & Straight Report Pam V.
    - September edition has not been provided to Joe to post on aapinellas.org.
        - Allen and Joe will try to locate the September edition
- Tech/Web Committee Report Joe G.
- Where & When Committee Report Steve S.
    - Steve reported the printer will continue to give us their best price and will continue to have quarterly price increases
    - Allen asked if we should postpone printing the 4th Quarter version or print fewer until we have a permanent location
        - Steering committee will decide next month whether to postpone printing in October
- Feasibility Study for In-Person Intergroup Meetings Steve S

- Unity Meeting Report — Bill S.
  - $332 donated last month, a five-week month
- Finance Committee — Mike F.
- Talent Show — Rick P.
  - Rick asked about having a photo area set up at the event
    - Tanya said we can't allow this as it may encourage others to take photos on their own devices
    - Steve feels all photos should be prohibited
    - Steering Committee agreed to prohibit all photography
    - Rick and Bill will collaborate to produce signs
    - Rick asked if his committee has approval to turn away anyone who may try to access the event without tickets as the event is sold at and the room is at maximum capacity; committee approved turning away anyone without a ticket so we comply with the fire code
- Gratitude Dinner — Brian G.
  - Tickets are being printed and committee is awaiting Steering Committee approval to start selling
  - Dinner will include a tribute to AA Pinellas members who have passed within the past year
    - Request for names from Groups will be a New Business item for the September Intergroup meeting
- Roberts Rules – No report this month

Motion made to accept reports as written. Motion was seconded and unanimously passed.

8. Old Business

   a. Office Mold Status – Tanya Y

      i. Our landlord has not yet selected a contractor for remediation action, and has terminated the employment of some of its personnel
      ii. Our lease allows us to inform the landlord within 45 days of our leased space becoming unusable that we intend to terminate our lease
      iii. Many landlords require a guarantor who proves they have the funds or the income to make lease payments if Intergroup doesn't
         1. PCI can't do this, but could consider a deposit of some number of months lease payment in lieu of having guarantor
      iv. Rick P noted that we should decide on moving and even consider a larger space where we could rent space on occasion to District and others, trusting God and resisting fear of financial insecurity
      v. Discussed hiring a professional hygienist to fog the facility and sanitize our inventory
         1. Decided not to consider this until the facility is remediated
      vi. Motion made to (1) send letter to landlord informing them we are exercising our right to terminate our lease, and (2) search for a new facility to lease.
         1. Unanimously passed, minority opinion by Brian that we may want to stay if our landlord remediates quickly

2. After some discussion, Brian changed his vote to yes
3. After the meeting, the Chair requested a vote by email on having our lease and our ability to seek damages from the landlord reviewed by a real estate attorney and have the attorney write the letter to the landlord. Majority was in favor with a cap of $750.

vii. Discussed what parameters to provide to a realtor for new lease space
1. Tanya solicited names of realtors the Steering committee members know, and several suggestions were made
2. Minimum of 1,500 square feet, built out with a meeting room for AA meetings (or we can easily build out), storefront, storage space, has adequate parking
3. Discussed what geographic area to limit our search to, but did not define this
4. Committee agreed to select a commercial real estate agent outside of the fellowship due to controversy and animus that resulted from the last move

9. New Business

a. Participation in District 1 Carry the Message event – Tanya Y
i. PCI will have two tables at the September 21 event
1) Bill S will make our two-minute presentation

b. Rick P submitted two motions, but expressed willingness to withdraw the motions if he procedurally cannot submit motions as an ad hoc Chair and an Alternate Intergroup Representative. The Chair agreed the Steering Committee cannot act on the current motions. The motions were:
i. Read the Twelve Traditions at the start of every Steering Committee and Intergroup meeting – Rick P (see attached full motion)
ii. Establish outreach committee to better connect with Groups – Rick P (see attached full motion)

c. GOYA Group submitted a motion for Intergroup to move to another facility
i. This motion is in line with the motion approved by the Steering Committee in today's meeting and will be discussed at the upcoming Intergroup meeting.

10. Next Steering Committee meeting will be Tuesday, October 8 at 6:30 PM via Zoom. The Steering Committee agreed to reschedule the November Steering Committee meeting to Tuesday, Nov 12 at 6:30 PM via Zoom to avoid holding an in-person meeting on the same day as the Gratitude Dinner.

11. 7th Tradition

12. AA Related Announcements

13. Motion to Adjourn

14. Close with Responsibility Statement:

"I am Responsible. When anyone, anywhere reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible."

15. Anniversaries in the Month of September

    a. Joe G – 6 years

Pinellas County Intergroup Inc
Balance Sheet
As of August 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1100 Achieva Credit Union Checking	21,950.18
1110 Achieva Savings Prudent Reserve	32,430.30
1115 Petty Cash-Cash Drawer	100.00
1120 PayPal Account	-10.68
Total Bank Accounts	**$ 54,469.80**
Other Current Assets	
1300 Undeposited Funds	363.30
1400 Inventory Asset	31,097.40
1500 Prepaid Expenses	0.00
1521 Prepaid AA Got Talent Expenses	453.93
1522 Prepaid Gratitude Dinner	415.65
1530 Prepaid Travel	621.22
Total 1500 Prepaid Expenses	**$ 1,490.80**
Total Other Current Assets	**$ 32,951.50**
Total Current Assets	**$ 87,421.30**
Fixed Assets	
1600 Furniture & Fixtures	7,145.10
1610 Equipment & Machinery	1,854.60
1625 Accumulated Depr.Equip&Mach	-8,999.70
Total 1600 Furniture & Fixtures	**$ 0.00**
Total Fixed Assets	**$ 0.00**
Other Assets	
1700 Security Deposit	1,566.00
Total Other Assets	**$ 1,566.00**
TOTAL ASSETS	**$ 88,987.30**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	993.05
Total Accounts Payable	**$ 993.05**
Other Current Liabilities	
2200 Payroll Liabilities	-126.83
2315 Deferred Talent Show Revenue	4,481.27
2400 Florida Department Of Revenue Payable	1,804.95
2410 Sales Tax Payable	-1,465.68

Total 2400 Florida Department Of Revenue Payable	**$**	**339.27**
Total Other Current Liabilities	**$**	**4,693.71**
Total Current Liabilities	**$**	**5,686.76**
Total Liabilities	**$**	**5,686.76**
Equity		
3100 Retained Earnings		7,482.13
3200 Fund Balance		78,283.90
Net Revenue		-2,465.49
Total Equity	**$**	**83,300.54**
TOTAL LIABILITIES AND EQUITY	**$**	**88,987.30**

Pinellas County Intergroup Inc
P&L vs Previous Year
January - August, 2024

	Jan - Aug, 2024	Total Jan - Aug, 2023 (PY)	% Change
Revenue			
4000 C.O. Revenue			
4100 Contributions			
4110 Group Contributions	36,006.77	36,256.39	-0.69%
4115 Unity Meeting	2,825.86	3,118.23	-9.38%
4120 Birthday Plan	10.00	519.00	-98.07%
4125 Personal Contributions	2,538.45	1,482.94	71.18%
4135 Intergroup Contributions		109.00	-100.00%
Total 4100 Contributions	**$ 41,381.08**	**$ 41,485.56**	**-0.25%**
4200 Merchandise			
4210 AAWS Sales	22,397.29	22,747.57	-1.54%
4215 Hazelden Sales	2,089.12	2,042.62	2.28%
4220 Grapevine Sales	877.31	1,073.11	-18.25%
4225 Medallion Sales	11,810.72	14,805.29	-20.23%
4230 Anniversary Cards	952.02	1,345.00	-29.22%
4235 Meeting in a Pocket	805.55	1,100.32	-26.79%
4240 Miscellaneous Items	971.80	1,739.60	-44.14%
Total 4200 Merchandise	**$ 39,903.81**	**$ 44,853.51**	**-11.04%**
4300 Events			
4310 Anniversary Dinner			
4311 Anniv. Dinner Basket Raffle	1,048.00	931.00	12.57%
4312 Anniversary Dinner Tickets	10,080.00	8,890.00	13.39%
4313 Anniversary Dinner 50/50 Raffl	743.00	579.00	28.32%
Total 4310 Anniversary Dinner	**$ 11,871.00**	**$ 10,400.00**	**14.14%**
4320 Ft. DeSoto Picnic			
4321 Picnic - Contributions	4,986.69	515.00	868.29%
4322 Picnic - Beverages and Food	429.75	533.00	-19.37%
4323 Picnic - Basket Raffles	2,795.00	1,890.00	47.88%
4325 Picnic - Sales T-Shirts		5,078.00	-100.00%
4326 Picnic 7th Tradition	667.67	413.00	61.66%
Total 4320 Ft. DeSoto Picnic	**$ 8,879.11**	**$ 8,429.00**	**5.34%**
Total 4300 Events	**$ 20,750.11**	**$ 18,829.00**	**10.20%**
4400 PayAnwhere Income (to be allocated)	62.10		
Total 4000 C.O. Revenue	**$ 102,097.10**	**$ 105,168.07**	**-2.92%**
Services		0.00	
Total Revenue	**$ 102,097.10**	**$ 105,168.07**	**-2.92%**
Cost of Goods Sold			

5100 Cost of Goods Sold (COGS)		19.67	41.06	-52.09%
5110 AAWS Cost		15,973.43	17,151.84	-6.87%
5115 Hazelden Cost		1,591.33	1,305.72	21.87%
5120 Grapevine Cost		693.46	824.40	-15.88%
5125 Medallions Cost		4,118.95	6,173.56	-33.28%
5130 Anniversary Cards		447.78	605.37	-26.03%
5135 Meeting in a Pocket		276.35	344.53	-19.79%
5140 Miscellaneous Items		652.41	643.39	1.40%
5145 Shipping		204.83	218.93	-6.44%
5150 Inventory Shrinkage		0.00		
Total 5100 Cost of Goods Sold (COGS)	**$**	**23,978.21**	**$ 27,308.80**	**-12.20%**
5200 Cost of Fundraising (COF)				
5220 Anniversary Dinner		9,032.30	7,840.66	15.20%
5225 Picnic Costs		2,535.68	713.33	255.47%
5226 Other Expenses		697.83	393.00	77.56%
5227 Food and Beverages			716.58	-100.00%
5228 T-Shirts		2,989.00	3,184.45	-6.14%
Total 5225 Picnic Costs	**$**	**6,222.51**	**$ 5,007.36**	**24.27%**
Total 5200 Cost of Fundraising (COF)	**$**	**15,254.81**	**$ 12,848.02**	**18.73%**
Total Cost of Goods Sold	**$**	**39,233.02**	**$ 40,156.82**	**-2.30%**
Gross Profit	**$**	**62,864.08**	**$ 65,011.25**	**-3.30%**
Expenditures				
6000 Payroll Expenses				
6100 Payroll Expenses - Wages		31,280.00	29,680.00	5.39%
6200 Employer Payroll Taxes		2,659.30	2,605.12	2.08%
6300 Payroll Processing Fees		311.98	564.75	-44.76%
6400 Medical Insurance		2,000.00		
6500 Training (Professional Development)			50.00	-100.00%
Total 6000 Payroll Expenses	**$**	**36,251.28**	**$ 32,899.87**	**10.19%**
7000 C.O. Operating Expenses				
7100 Rent Expense		6,645.44	6,451.92	3.00%
7200 Telephone & Internet Expense		1,347.45	1,039.79	29.59%
7300 Utilities		985.00	1,053.58	-6.51%
7400 Computer Expenses				
7415 Software		999.63	192.77	418.56%
742X Helpline		500.00		
Total 7400 Computer Expenses	**$**	**1,499.63**	**$ 192.77**	**677.94%**
7600 Repairs and Maintenance		803.55	919.59	-12.62%
Total 7000 C.O. Operating Expenses	**$**	**11,281.07**	**$ 9,657.65**	**16.81%**
8000 Communications				
8100 Printing				
8110 Plain & Straight		1,151.50	1,160.00	-0.73%
8115 Where & When		3,728.57	3,600.00	3.57%
Total 8100 Printing	**$**	**4,880.07**	**$ 4,760.00**	**2.52%**

8200 Website Expenses - PCI	596.86	234.98	154.00%
8300 Conferences (Travel)	846.00	-462.14	283.06%
Total 8000 Communications	**$ 6,322.93**	**$ 4,532.84**	**39.49%**
9000 General & Administrative Expenses			
9010 Office Supplies	472.62	1,309.13	-63.90%
9015 Postage & Shipping	16.45	5.20	216.35%
9100 Insurance			
9110 Business Insurance	1,646.20	1,714.95	-4.01%
9115 Workers' Comp Insurance	220.00	230.00	-4.35%
Total 9100 Insurance	**$ 1,866.20**	**$ 1,944.95**	**-4.05%**
9200 Professional Fees			
9210 Accounting Fees	7,830.00	1,985.00	294.46%
Total 9200 Professional Fees	**$ 7,830.00**	**$ 1,985.00**	**294.46%**
9300 Miscellaneous Expenses			
9315 Bank Charges			
9316 Bank Fees	487.94	334.55	45.85%
9317 PayPal Processing Fees	163.96	127.06	29.04%
9319 PayAnywhere Transactions	543.16		
Total 9315 Bank Charges	**$ 1,195.06**	**$ 461.61**	**158.89%**
9320 Small Equipment & Furnishings	281.18	734.55	-61.72%
9330 Licenses and Fees	70.00	166.25	-57.89%
9335 Meeting Room Expenses	30.00		
Total 9300 Miscellaneous Expenses	**$ 1,576.24**	**$ 1,362.41**	**15.69%**
Total 9000 General & Administrative Expenses	**$ 11,761.51**	**$ 6,606.69**	**78.02%**
Payroll Expenses-1 (deleted)			
Taxes (deleted)	0.00		
Wages (deleted)	0.00		
Total Payroll Expenses-1 (deleted)	**$ 0.00**	**$ 0.00**	
Purchases			
Total Expenditures	**$ 65,616.79**	**$ 53,697.05**	**22.20%**
Net Operating Revenue	**-$ 2,752.71**	**$ 11,314.20**	**-124.33%**
Other Revenue			
11000 Other Income			
11010 Reimbursements	277.56	387.66	-28.40%
11015 Interest-Savings	10.26	3.54	189.83%
Total 11000 Other Income	**$ 287.82**	**$ 391.20**	**-26.43%**
Total Other Revenue	**$ 287.82**	**$ 391.20**	**-26.43%**
Other Expenditures			
12000 Other Expenses			
12010 Penalties		60.10	-100.00%
12020 Cash Over/Short	0.60	22.27	-97.31%
12025 Depreciation		486.00	-100.00%
12030 Prudent Reserve Distribution			
12031 District 1 Contribution		1,528.59	-100.00%

12032 Area 15 Contribution			2,256.24	-100.00%
12033 AA GSO Contribution			2,256.24	-100.00%
Total 12030 Prudent Reserve Distribution	**$ 0.00**	**$**	**6,041.07**	**-100.00%**
Total 12000 Other Expenses	**$ 0.60**	**$**	**6,609.44**	**-99.99%**
Total Other Expenditures	**$ 0.60**	**$**	**6,609.44**	**-99.99%**
Net Other Revenue	**$ 287.22**	**-$**	**6,218.24**	**104.62%**
Net Revenue	**-$ 2,465.49**	**$**	**5,095.96**	**-148.38%**

Pinellas County Intergroup Inc
P&L by Month
January - August, 2024

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Total
Revenue									
4000 C.O. Revenue									0.00
4100 Contributions									0.00
4110 Group Contributions	7,890.49	5,069.65	3,589.50	2,974.72	5,393.47	3,959.97	5,164.88	1,964.09	36,006.77
4115 Unity Meeting	430.75	380.75	392.47	320.00	329.00	365.60	275.04	332.25	2,825.86
4120 Birthday Plan		10.00							10.00
4125 Personal Contributions	245.95	389.10	187.91	126.50	666.38	197.68	642.93	82.00	2,538.45
Total 4100 Contributions	**$ 8,567.19**	**$ 5,849.50**	**$ 4,169.88**	**$ 3,421.22**	**$ 6,388.85**	**$ 4,523.25**	**$ 6,082.85**	**$ 2,378.34**	**$ 41,381.08**
4200 Merchandise									0.00
4210 AAWS Sales	2,732.67	3,070.05	3,939.09	2,649.22	3,974.42	2,287.24	2,590.29	1,154.31	22,397.29
4215 Hazelden Sales	231.51	395.98	422.28	204.81	275.95	243.09	231.56	83.94	2,089.12
4220 Grapevine Sales	59.95	211.83	117.90		210.19	103.96	173.48		877.31
4225 Medallion Sales	1,660.81	1,854.70	1,942.72	1,867.63	1,248.87	1,691.71	1,219.93	324.35	11,810.72
4230 Anniversary Cards	85.00	160.00	183.40	255.51	105.80	68.30	88.83	5.18	952.02
4235 Meeting in a Pocket	98.60	103.25	134.64	68.02	185.91	117.17	17.96	80.00	805.55
4240 Miscellaneous Items	143.37	138.86	14.81	240.56	140.13	139.07	126.03	28.97	971.80
Total 4200 Merchandise	**$ 5,011.91**	**$ 5,934.67**	**$ 6,754.84**	**$ 5,285.75**	**$ 6,141.27**	**$ 4,650.54**	**$ 4,448.08**	**$ 1,676.75**	**$ 39,903.81**
4300 Events									0.00
4310 Anniversary Dinner									0.00
4311 Anniv. Dinner Basket Raffle			1,048.00						1,048.00
4312 Anniversary Dinner Tickets		0.00	10,080.00						10,080.00
4313 Anniversary Dinner 50/50 Raffl			743.00						743.00
Total 4310 Anniversary Dinner	**$ 0.00**	**$ 0.00**	**$ 11,871.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 11,871.00**
4320 Ft. DeSoto Picnic									0.00
4321 Picnic - Contributions		0.00	0.00	4,843.69	143.00				4,986.69
4322 Picnic - Beverages and Food				429.75					429.75
4323 Picnic - Basket Raffles				2,795.00					2,795.00
4326 Picnic 7th Tradition				667.67					667.67
Total 4320 Ft. DeSoto Picnic	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 8,736.11**	**$ 143.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 8,879.11**
Total 4300 Events	**$ 0.00**	**$ 0.00**	**$ 11,871.00**	**$ 8,736.11**	**$ 143.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 20,750.11**
4400 PayAnwhere Income (to be allocated)				0.00			0.00	62.10	62.10
Total 4000 C.O. Revenue	**$ 13,579.10**	**$ 11,784.17**	**$ 22,795.72**	**$ 17,443.08**	**$ 12,673.12**	**$ 9,173.79**	**$ 10,530.93**	**$ 4,117.19**	**$ 102,097.10**
Total Revenue	**$ 13,579.10**	**$ 11,784.17**	**$ 22,795.72**	**$ 17,443.08**	**$ 12,673.12**	**$ 9,173.79**	**$ 10,530.93**	**$ 4,117.19**	**$ 102,097.10**
Cost of Goods Sold									
5100 Cost of Goods Sold (COGS)	0.39	1.17		18.11					19.67
5110 AAWS Cost	1,734.46	2,222.55	2,674.57	1,935.71	2,897.98	1,708.50	1,941.69	857.97	15,973.43
5115 Hazelden Cost	179.40	295.87	328.20	143.93	202.22	187.40	188.49	65.82	1,591.33
5120 Grapevine Cost	48.95	169.58	99.77		170.04	74.70	130.42		693.46
5125 Medallions Cost	656.92	186.80	741.17	724.42	500.87	660.71	527.06	121.00	4,118.95
5130 Anniversary Cards	36.56	77.60	87.38	119.04	50.40	32.40	42.00	2.40	447.78
5135 Meeting in a Pocket	34.59	36.02	47.85	20.45	63.38	40.92	4.32	28.82	276.35
5140 Miscellaneous Items	66.76	81.70	103.41	136.66	82.16	84.18	72.22	25.32	652.41
5145 Shipping	17.67	15.00	35.67	21.45	14.00	50.00	51.04		204.83
Total 5100 Cost of Goods Sold (COGS)	**$ 2,775.70**	**$ 3,086.29**	**$ 4,118.02**	**$ 3,119.77**	**$ 3,981.05**	**$ 2,838.81**	**$ 2,957.24**	**$ 1,101.33**	**$ 23,978.21**
5200 Cost of Fundraising (COF)									0.00
5220 Anniversary Dinner		0.00	9,032.30						9,032.30
5225 Picnic Costs			0.00	2,519.64	16.04				2,535.68
5226 Other Expenses	0.00	0.00	0.00	697.83					697.83
5228 T-Shirts				2,989.00					2,989.00
Total 5225 Picnic Costs	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 6,206.47**	**$ 16.04**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 6,222.51**
Total 5200 Cost of Fundraising (COF)	**$ 0.00**	**$ 0.00**	**$ 9,032.30**	**$ 6,206.47**	**$ 16.04**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 15,254.81**
Total Cost of Goods Sold	**$ 2,775.70**	**$ 3,086.29**	**$ 13,150.32**	**$ 9,326.24**	**$ 3,997.09**	**$ 2,838.81**	**$ 2,957.24**	**$ 1,101.33**	**$ 39,233.02**
Gross Profit	**$ 10,803.40**	**$ 8,697.88**	**$ 9,645.40**	**$ 8,116.84**	**$ 8,676.03**	**$ 6,334.98**	**$ 7,573.69**	**$ 3,015.86**	**$ 62,864.08**
Expenditures									
6000 Payroll Expenses									0.00
6100 Payroll Expenses - Wages	3,600.00	4,345.23	3,734.77	3,600.00	4,480.00	3,600.00	3,520.00	4,400.00	31,280.00
6200 Employer Payroll Taxes	437.54	264.12	336.60	269.28	336.60	269.28	409.28	336.60	2,659.30
6300 Payroll Processing Fees	11.50	66.57		28.50	45.92	51.00	51.00	57.49	311.98

6400 Medical Insurance	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	2,000.00
Total 6000 Payroll Expenses	**$ 4,299.04**	**$ 4,925.92**	**$ 4,321.37**	**$ 4,147.78**	**$ 5,112.52**	**$ 4,170.28**	**$ 4,230.28**	**$ 5,044.09**	**$ 36,251.28**
7000 C.O. Operating Expenses									0.00
7100 Rent Expense	830.68	830.68	830.68	830.68	830.68	830.68	830.68	830.68	6,645.44
7200 Telephone & Internet Expense	157.96	169.97	169.97	169.97	169.97	169.97		339.64	1,347.45
7300 Utilities	143.00	143.00	286.00	108.00	108.00		108.00	89.00	985.00
7400 Computer Expenses									0.00
7415 Software	54.57	43.99	309.37	100.94	100.94	100.94	100.94	187.94	999.63
742X Helpline			250.00					250.00	500.00
Total 7400 Computer Expenses	**$ 54.57**	**$ 43.99**	**$ 559.37**	**$ 100.94**	**$ 100.94**	**$ 100.94**	**$ 100.94**	**$ 437.94**	**$ 1,499.63**
7600 Repairs and Maintenance	57.14	16.96		48.15	48.15		633.15		803.55
Total 7000 C.O. Operating Expenses	**$ 1,243.35**	**$ 1,204.60**	**$ 1,846.02**	**$ 1,257.74**	**$ 1,257.74**	**$ 1,101.59**	**$ 1,672.77**	**$ 1,697.26**	**$ 11,281.07**
8000 Communications									0.00
8100 Printing									0.00
8110 Plain & Straight	164.50	164.50	164.50	164.50	164.50	164.50	164.50		1,151.50
8115 Where & When	1,195.59			1,247.40			1,285.58		3,728.57
Total 8100 Printing	**$ 1,360.09**	**$ 164.50**	**$ 164.50**	**$ 1,411.90**	**$ 164.50**	**$ 164.50**	**$ 1,450.08**	**$ 0.00**	**$ 4,880.07**
8200 Website Expenses - PCI	455.88	21.99	19.99				99.00		596.86
8300 Conferences (Travel)	0.00	-5.99			29.86	14.82	47.98	759.33	846.00
Total 8000 Communications	**$ 1,815.97**	**$ 180.50**	**$ 184.49**	**$ 1,411.90**	**$ 194.36**	**$ 179.32**	**$ 1,597.06**	**$ 759.33**	**$ 6,322.93**
9000 General & Administrative Expenses									0.00
9010 Office Supplies	52.46	65.51	161.88	104.55	23.54	37.83	26.85		472.62
9015 Postage & Shipping	16.45								16.45
9100 Insurance									0.00
9110 Business Insurance								1,646.20	1,646.20
9115 Workers' Comp Insurance								220.00	220.00
Total 9100 Insurance	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 1,866.20**	**$ 1,866.20**
9200 Professional Fees									0.00
9210 Accounting Fees	150.00	3,035.00	385.00	385.00	1,585.00	385.00	385.00	1,520.00	7,830.00
Total 9200 Professional Fees	**$ 150.00**	**$ 3,035.00**	**$ 385.00**	**$ 385.00**	**$ 1,585.00**	**$ 385.00**	**$ 385.00**	**$ 1,520.00**	**$ 7,830.00**
9300 Miscellaneous Expenses									0.00
9315 Bank Charges									0.00
9316 Bank Fees	188.95	39.95	11.29	44.95	46.75	45.75	55.35	54.95	487.94
9317 PayPal Processing Fees	29.34	15.80	11.39	14.51	29.38	35.24	15.12	13.18	163.96
9319 PayAnywhere Transactions		-12.00	56.10	121.97	134.26	106.95	101.52	34.36	543.16
Total 9315 Bank Charges	**$ 218.29**	**$ 43.75**	**$ 78.78**	**$ 181.43**	**$ 210.39**	**$ 187.94**	**$ 171.99**	**$ 102.49**	**$ 1,195.06**
9320 Small Equipment & Furnishings			281.18						281.18
9330 Licenses and Fees	70.00								70.00
9335 Meeting Room Expenses			20.00		10.00				30.00
Total 9300 Miscellaneous Expenses	**$ 288.29**	**$ 43.75**	**$ 379.96**	**$ 181.43**	**$ 220.39**	**$ 187.94**	**$ 171.99**	**$ 102.49**	**$ 1,576.24**
Total 9000 General & Administrative Expenses	**$ 507.20**	**$ 3,144.26**	**$ 926.84**	**$ 670.98**	**$ 1,828.93**	**$ 610.77**	**$ 583.84**	**$ 3,488.69**	**$ 11,761.51**
Total Expenditures	**$ 7,865.56**	**$ 9,455.28**	**$ 7,278.72**	**$ 7,488.40**	**$ 8,393.55**	**$ 6,061.96**	**$ 8,083.95**	**$ 10,989.37**	**$ 65,616.79**
Net Operating Revenue	**$ 2,937.84**	**-$ 757.40**	**$ 2,366.68**	**$ 628.44**	**$ 282.48**	**$ 273.02**	**-$ 510.26**	**-$ 7,973.51**	**-$ 2,752.71**
Other Revenue									
11000 Other Income									0.00
11010 Reimbursements			0.00			129.65	147.91		277.56
11015 Interest-Savings	0.97	0.91	0.97	0.94	0.97		2.75	2.75	10.26
Total 11000 Other Income	**$ 0.97**	**$ 0.91**	**$ 0.97**	**$ 0.94**	**$ 0.97**	**$ 129.65**	**$ 150.66**	**$ 2.75**	**$ 287.82**
Total Other Revenue	**$ 0.97**	**$ 0.91**	**$ 0.97**	**$ 0.94**	**$ 0.97**	**$ 129.65**	**$ 150.66**	**$ 2.75**	**$ 287.82**
Other Expenditures									
12000 Other Expenses									0.00
12020 Cash Over/Short	3.90	-1.32	-1.99					0.01	0.60
Total 12000 Other Expenses	**$ 3.90**	**-$ 1.32**	**-$ 1.99**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.01**	**$ 0.60**
Total Other Expenditures	**$ 3.90**	**-$ 1.32**	**-$ 1.99**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.01**	**$ 0.60**
Net Other Revenue	**-$ 2.93**	**$ 2.23**	**$ 2.96**	**$ 0.94**	**$ 0.97**	**$ 129.65**	**$ 150.66**	**$ 2.74**	**$ 287.22**
Net Revenue	**$ 2,934.91**	**-$ 755.17**	**$ 2,369.64**	**$ 629.38**	**$ 283.45**	**$ 402.67**	**-$ 359.60**	**-$ 7,970.77**	**-$ 2,465.49**

Pinellas County Intergroup Inc
Budget vs. Actuals: FY_2024 - FY24 P&L
January - August, 2024

	Total		
	Actual	Budget	% of Budget
Revenue			
4000 C.O. Revenue			
4100 Contributions			
4110 Group Contributions	36,006.77	37,125.00	96.99%
4115 Unity Meeting	2,825.86	3,425.00	82.51%
4120 Birthday Plan	10.00	550.00	1.82%
4125 Personal Contributions	2,538.45	1,550.00	163.77%
4135 Intergroup Contributions		150.00	0.00%
Total 4100 Contributions	**$ 41,381.08**	**$ 42,800.00**	**96.68%**
4200 Merchandise			
4210 AAWS Sales	22,397.29	22,275.00	100.55%
4215 Hazelden Sales	2,089.12	2,400.00	87.05%
4220 Grapevine Sales	877.31	1,500.00	58.49%
4225 Medallion Sales	11,810.72	13,800.00	85.58%
4230 Anniversary Cards	952.02	1,475.00	64.54%
4235 Meeting in a Pocket	805.55	1,150.00	70.05%
4240 Miscellaneous Items	971.80	1,750.00	55.53%
Total 4200 Merchandise	**$ 39,903.81**	**$ 44,350.00**	**89.97%**
4300 Events			
4310 Anniversary Dinner		0.00	
4311 Anniv. Dinner Basket Raffle	1,048.00	950.00	110.32%
4312 Anniversary Dinner Tickets	10,080.00	9,000.00	112.00%
4313 Anniversary Dinner 50/50 Raffl	743.00	582.00	127.66%
Total 4310 Anniversary Dinner	**$ 11,871.00**	**$ 10,532.00**	**112.71%**
4320 Ft. DeSoto Picnic			
4321 Picnic - Contributions	4,986.69	500.00	997.34%
4322 Picnic - Beverages and Food	429.75	530.00	81.08%
4323 Picnic - Basket Raffles	2,795.00	1,900.00	147.11%
4325 Picnic - Sales T-Shirts		5,100.00	0.00%
4326 Picnic 7th Tradition	667.67	400.00	166.92%
Total 4320 Ft. DeSoto Picnic	**$ 8,879.11**	**$ 8,430.00**	**105.33%**
Total 4300 Events	**$ 20,750.11**	**$ 18,962.00**	**109.43%**
4400 PayAnwhere Income (to be allocated)	62.10		
Total 4000 C.O. Revenue	**$ 102,097.10**	**$ 106,112.00**	**96.22%**
Total Revenue	**$ 102,097.10**	**$ 106,112.00**	**96.22%**
Cost of Goods Sold			
5100 Cost of Goods Sold (COGS)	19.67		
5110 AAWS Cost	15,973.43	16,450.00	97.10%
5115 Hazelden Cost	1,591.33	1,625.00	97.93%

5120 Grapevine Cost	693.46	1,040.00	66.68%
5125 Medallions Cost	4,118.95	5,840.00	70.53%
5130 Anniversary Cards	447.78	705.00	63.51%
5135 Meeting in a Pocket	276.35	355.00	77.85%
5140 Miscellaneous Items	652.41	650.00	100.37%
5145 Shipping	204.83	215.00	95.27%
Total 5100 Cost of Goods Sold (COGS)	**$ 23,978.21**	**$ 26,880.00**	**89.20%**
5200 Cost of Fundraising (COF)			
5220 Anniversary Dinner	9,032.30	8,000.00	112.90%
5225 Picnic Costs	2,535.68		
5226 Other Expenses	697.83	1,150.00	60.68%
5227 Food and Beverages		750.00	0.00%
5228 T-Shirts	2,989.00	3,250.00	91.97%
Total 5225 Picnic Costs	**$ 6,222.51**	**$ 5,150.00**	**120.83%**
Total 5200 Cost of Fundraising (COF)	**$ 15,254.81**	**$ 13,150.00**	**116.01%**
Total Cost of Goods Sold	**$ 39,233.02**	**$ 40,030.00**	**98.01%**
Gross Profit	**$ 62,864.08**	**$ 66,082.00**	**95.13%**
Expenditures			
6000 Payroll Expenses			
6100 Payroll Expenses - Wages	31,280.00	29,920.00	104.55%
6200 Employer Payroll Taxes	2,659.30	2,439.00	109.03%
6300 Payroll Processing Fees	311.98	666.00	46.84%
6400 Medical Insurance	2,000.00	2,000.00	100.00%
6500 Training (Professional Development)		150.00	0.00%
Total 6000 Payroll Expenses	**$ 36,251.28**	**$ 35,175.00**	**103.06%**
7000 C.O. Operating Expenses			
7100 Rent Expense	6,645.44	6,637.00	100.13%
7200 Telephone & Internet Expense	1,347.45	1,120.00	120.31%
7300 Utilities	985.00	1,100.00	89.55%
7400 Computer Expenses			
7410 Cloud Backup & Storage		16.00	0.00%
7415 Software	999.63	573.00	174.46%
742X Helpline	500.00	0.00	
Total 7400 Computer Expenses	**$ 1,499.63**	**$ 589.00**	**254.61%**
7600 Repairs and Maintenance	803.55	1,325.00	60.65%
Total 7000 C.O. Operating Expenses	**$ 11,281.07**	**$ 10,771.00**	**104.74%**
8000 Communications			
8100 Printing			
8110 Plain & Straight	1,151.50	1,314.00	87.63%
8115 Where & When	3,728.57	3,750.00	99.43%
Total 8100 Printing	**$ 4,880.07**	**$ 5,064.00**	**96.37%**
8200 Website Expenses - PCI	596.86	325.00	183.65%
8300 Conferences (Travel)	846.00	2,500.00	33.84%
Total 8000 Communications	**$ 6,322.93**	**$ 7,889.00**	**80.15%**
9000 General & Administrative Expenses			
9010 Office Supplies	472.62	1,600.00	29.54%

9015 Postage & Shipping		16.45	100.00	16.45%
9100 Insurance				
9110 Business Insurance		1,646.20	1,800.00	91.46%
9115 Workers' Comp Insurance		220.00	250.00	88.00%
Total 9100 Insurance	**$**	**1,866.20**	**$ 2,050.00**	**91.03%**
9200 Professional Fees				
9210 Accounting Fees		7,830.00	1,875.00	417.60%
Total 9200 Professional Fees	**$**	**7,830.00**	**$ 1,875.00**	**417.60%**
9300 Miscellaneous Expenses				
9315 Bank Charges				
9316 Bank Fees		487.94	285.00	171.21%
9317 PayPal Processing Fees		163.96	140.00	117.11%
9319 PayAnywhere Transactions		543.16		
Total 9315 Bank Charges	**$**	**1,195.06**	**$ 425.00**	**281.19%**
9320 Small Equipment & Furnishings		281.18	3,600.00	7.81%
9330 Licenses and Fees		70.00	50.00	140.00%
9335 Meeting Room Expenses		30.00		
Total 9300 Miscellaneous Expenses	**$**	**1,576.24**	**$ 4,075.00**	**38.68%**
Total 9000 General & Administrative Expenses	**$**	**11,761.51**	**$ 9,700.00**	**121.25%**
Total Expenditures	**$**	**65,616.79**	**$ 63,535.00**	**103.28%**
Net Operating Revenue	**-$**	**2,752.71**	**$ 2,547.00**	**-108.08%**
Other Revenue				
11000 Other Income				
11010 Reimbursements		277.56		
11015 Interest-Savings		10.26		
Total 11000 Other Income	**$**	**287.82**	**$ 0.00**	
Total Other Revenue	**$**	**287.82**	**$ 0.00**	
Other Expenditures				
12000 Other Expenses				
12020 Cash Over/Short		0.60		
Total 12000 Other Expenses	**$**	**0.60**	**$ 0.00**	
Total Other Expenditures	**$**	**0.60**	**$ 0.00**	
Net Other Revenue	**$**	**287.22**	**$ 0.00**	
Net Revenue	**-$**	**2,465.49**	**$ 2,547.00**	**-96.80%**

August was a challenging month for the Pinellas County Intergroup due to the temporary closure of our physical office as a result of a mold issue. Despite these challenges, we made efforts to maintain operations and serve our community to the best of our ability.

Office Closure and Operations:
The physical office remained closed throughout the month of August due to the ongoing mold situation. While this significantly impacted our ability to conduct business as usual, we took steps to ensure some level of continuity:

- **Sales:** We explored alternative methods to maintain sales, such as taking orders via email and making books available at the district meeting. However, these efforts only provided limited success given the circumstances.

- **Talent Show Ticket Sales:** One of the more successful initiatives was the sale of tickets for the upcoming Talent Show. We managed these sales primarily through our Facebook AA page, accepting credit card payments and mailing the tickets directly to purchasers. This approach allowed us to keep the event on track despite the office closure.

Phone Line Management:
To ensure that we continued to provide support to our community, the office phone lines were forwarded to my personal phone. Throughout the month, I fielded numerous calls, most of which were inquiries about meeting schedules and the reopening of our office. While I could not provide a definitive reopening date, I did my best to assist callers with the information they needed.

- **Reconciliation:** I kept our books up to date, ensuring that all expenses and transactions for the month of August were accurately entered into QuickBooks. This has kept our financial records current and ready for review.

ICOAA Conference Attendance:
I had the opportunity to attend the ICOAA Central Office Managers Conference in Las Vegas, which was a highly informative event. The conference was attended by around 100 central offices from across the United States and Canada, as well as members of the General Service Board, including the Chair of the General Service Board, the Chair of the Member Services Board, the Chair of Group Services, and the Treasurer of the General Service Board.

A detailed report on the conference is available, covering the various discussions and

insights that were shared, including important updates from GSO and best practices from other intergroups.

District 1 Liaison Report**

District 1 has several important events and updates to share as we move into a busy season of service and fellowship.

First up is **Carry the Message Day**, scheduled for Saturday, September 21, from 12 p.m. to 3 p.m. at St. Jerome's Church, located at 10895 Hamlin Boulevard in Largo, Florida. This is a free event, and lunch will be provided. It's a wonderful opportunity to learn more about the various positions within District 1 and Intergroup, and how you can get involved in service work. We encourage everyone to attend and bring a friend!

Next, mark your calendars for the **District 1 Treatment Committee's Third Annual Spirit of Rotation Lottery** on Saturday, October 12, from 12 p.m. to 3 p.m. This event will take place at St. Luke's United Methodist Church, located at 4444 Fifth Avenue North in St. Petersburg, Florida. This is a unique and exciting opportunity where treatment commitments will be rotated, allowing individuals or groups to take on the responsibility of bringing meetings into facilities. There will be food and fellowship, and one-year commitments will be awarded. The Treatment Committee is also seeking donations of Big Books for treatment facilities, so please consider bringing one to contribute.

Looking ahead, the district is preparing for the **Area October Assembly**, which will be a voting assembly. During this assembly, we will elect new officers, a new delegate, a new area chair, as well as new area committee officers, and a new trustee to the General Service Board. These elections are crucial for the future leadership of our area, so please ensure that your group is represented.

In response to the closure of the Intergroup office, the district passed a motion allowing Intergroup to sell literature at our district meetings. Additionally, a time-sensitive motion was passed unanimously, permitting District 1 to make its business meetings available to Intergroup to assist with literature sales if needed through November of 2024.

District 1 will also be holding its own **elections next month**. We will be electing new officers, including a new chair, alternate chair, treasurer, and new standing committee chairs. These positions are vital to the continued success of our district, so please consider standing for a position.

Finally, the area is still looking for volunteers to help with the **2025 January Area Assembly**, the first assembly of the year. This is a great way to give back and get involved in service at the area level.

The ICOAA (Intergroup/Central Office/AAWS/AAGV Seminar) Conference in Las Vegas brought together members of the General Service Board, various intergroups, and service entities to discuss critical topics affecting Alcoholics Anonymous and its operations. The conference provided valuable insights, particularly in communications, accounts receivables, and upcoming resources.

Communications with the General Service Board

One of the primary topics discussed was the importance of effective communication between the General Service Board and intergroups. Members of the General Service Board in attendance included:

- **General Service Office Chair:** Caroline
- **Member Services Chair:** Karina
- **Group Services Chair:** Chelsea
- **Treasurer of the General Service Office:** Ken

The board members emphasized their commitment to supporting intergroups and ensuring that any changes, particularly in pricing or policy, are communicated well in advance. This came in response to recent incidents where pamphlet prices were increased with only a two-day notice, causing operational challenges for several intergroups. The board assured that moving forward, notifications would be provided with ample time for intergroups to adjust accordingly.

Accounts Receivables and Intergroup Credit Limits:

Another significant topic was the management of accounts receivables and intergroup accounts. The General Service Office (GSO) announced new credit policies for intergroups:

- **New Intergroups Accounts:** Will have a $5,000 credit limit with net 30 payment terms.
- **Established Intergroups Accounts:** Can have up to a $10,000 credit limit.

A key policy change discussed was that intergroups with outstanding balances exceeding $1,000 after 30 days will need to pay any future orders upfront. This change is designed to streamline payment processes and reduce the risk of overdue balances.

It was surprising to learn that the Accounts Receivables Department currently has only one employee handling all payments. The GSO is actively working on revamping this

department to improve efficiency, including hiring additional staff to manage the workload. They also encouraged those interested in working at the GSO to apply.

Changes in Payment Processing:

The GSO also addressed issues with misplaced payments due to confusion over mailing addresses. Currently, payments sent to a specific address are processed by an automated system designed for contributions only, leading to delays and mismanagement when used for invoices. The GSO admitted the error and committed to updating their website and communication materials to provide clear instructions on where to send payments for different purposes.

Plain and Simple Language Big Book:

During the GSO presentation, there was also a discussion about the upcoming release of the Plain and Simple Language Big Book. This new version is designed to make the foundational text of Alcoholics Anonymous more accessible. Intergroups were informed that they might have the opportunity to preorder these books before they become available to the general public through major retailers like Amazon and eBay. The list price for this new edition will be $11, and this early access should help prevent backorders.

Report: ICOAA Conference Finance Workshops Summary

Introduction:
During the recent ICOAA Conference in Las Vegas, Nevada, I attended several finance workshops that offered valuable insights into how intergroups across the country manage their funds. This report summarizes the key takeaways and suggestions that could be beneficial for Pinellas County Intergroup.

1. Bank Account Management:
A significant emphasis was placed on the types of bank accounts intergroups use to manage their funds. Many intergroups are utilizing high-yield savings accounts and CDs to maximize returns on their prudent reserves. The recommended approach involves:

- **High-Yield Savings Accounts:** These accounts are fully liquid, though their APY rates can fluctuate. Despite this, they offer a good way to keep funds accessible while still earning a higher return than standard savings accounts.

- **Certificates of Deposit (CDs):** It was suggested to place half of the prudent reserve into CDs, which can lock in a fixed APY, albeit typically lower than that of high-yield savings accounts. However, the key point was the need to closely monitor CD expiration dates. If not renewed promptly, the APY can drop significantly.

The intergroups emphasized the importance of balancing between liquidity and fixed returns to ensure financial stability while maximizing earnings.

2. Maintaining a Prudent Reserve:
The workshops strongly recommended maintaining a six-month prudent reserve, with some intergroups even holding reserves equivalent to 12 months of operating expenses. The reserve funds were often placed in CDs, aligning with the strategy of secure and stable financial planning.

3. Fundraising Strategies:
Several innovative fundraising ideas were shared, with a focus on diversifying income streams:

- **Grateful Givers Program:** The San Office Manager presented a compelling case for renaming the "Faithful Fivers" program to "Grateful Givers." The idea is to avoid limiting contributions by setting specific amounts. Instead, offering flexible options like $10 monthly, $20 quarterly, or $60 annually has proven to increase contributions.

- **Golf Tournaments:** Another effective fundraising idea is hosting a golf tournament, as successfully done by the Baltimore office. This event not only raised $24,000 but also engaged the community in a fun and profitable way.

- **Open Houses & Customer Appreciation Days:** Many intergroups hold these events three times a year, offering discounted items and engaging directly with the community. Surprisingly, most visitors ended up purchasing non-discounted items, which further boosted sales.

4. Financial Policies and Best Practices:
Many intergroups have established comprehensive financial policies that help maintain fiscal responsibility and transparency. Key points include:

- **Accounts Receivable Management:** Intergroups maintain strict policies, with payment due dates typically set at 30 days. This helps ensure timely collection and cash flow management.

- **Annual Independent Accounting:** Intergroups often contract independent accountants annually to audit and prepare reports, including statements of activities, functional expenses, and cash flow for each fiscal year. This practice ensures financial transparency and accountability.

- **Budget Preparation:** The budget is usually prepared by the office manager in collaboration with the intergroup finance committee and then submitted to the executive committee for approval. This process ensures that all financial plans align with the intergroup’s goals and resources.

- **Credit Card Usage:** It was emphasized that if an intergroup does not use a cash-back credit card, they are essentially "throwing away money." Utilizing such cards for purchases can lead to significant savings over time.

- **Encouraging Contributions:** A particularly effective method shared involved printing graphs from QuickBooks to show the number of contributing groups in the county. This visual tool was used to encourage non-contributing groups to make donations, by reminding them of the importance of supporting intergroup services.

- **Deposits and Cash Handling:** Best practices include securing overnight cash in a locked safe and balancing the cash drawer daily, both of which we currently follow.

- **Depreciation and Capital Expenditures:** Financial policies should include guidelines

for depreciation and capital expenditures. Regular inventory checks, as frequently as three to four times a year, are also recommended to maintain accurate financial records.

- **Operating Accounts:** Policies should specify that operating accounts—encompassing cash on hand, checking accounts, and savings accounts—be managed to ensure financial stability. A target amount should be set annually, ideally equating to one-fourth of the previous year's operating expenses.

- **Reconciliations:** It’s crucial to reconcile each bank account annually to ensure accurate financial reporting.

- **Special Events:** All special events organized by the intergroup should follow guidelines set by the steering committee, with budgets requiring approval or disapproval.

- **Travel Reimbursement and Business Expenses:** Many intergroups have detailed financial policies covering travel reimbursements and business-related expenses, which we currently lack. Implementing such a policy at Pinellas County Intergroup could enhance clarity and consistency in handling these matters.

Conclusion:
The information gathered from the ICOAA finance workshops presents several opportunities for Pinellas County Intergroup to enhance our financial management and fundraising efforts. By adopting best practices such as establishing a formal financial policy, utilizing high-yield accounts and CDs, exploring diversified fundraising strategies, and modernizing our technology for transactions, we can work towards securing our financial future and better serving our community.

Helpline August 2024

This past month was the lowest volume of calls in almost 2 years. 105 inbound calls.

Why so few calls ? This may be because of other helplines ,school, time of the year or people are already in the rooms.

Help line information is on PCI web site for downloading. Interested in volunteering please contact central office or email.

In Service

Brian Grieves

Pinellas County Intergroup Where and When Committee

Meeting Report 09/04/2024

To everyone.
Any Ideas on Improving the Where and When are always appreciated.

Meeting Changes

Back Porch Lunch Bunch	7:00 AM Monday, Friday and Saturday meeting are Closed Discussion meetings. They were formerly listed as Literature Meetings
The Turner Street Evening Group Campfire Meeting	Saturday nights at 8PM, will be on a break from AUGUST 10, resuming OCTOBER 5.
Clearwater group 301	Wednesday 7 pm living sober and Thursday 6:45 pm big book are canceled.
Clearwater group 301	Monday 7 pm, is now open meeting, living sober, beginners meeting
Clearwater group 301	Thursday 8 pm, big book study, is a Closed meeting
KOALA GROUP	Tuesday and Thursday Meetings Is Closed and will be moving to a new location.
KOALA GROUP	2102 22nd Ane S, St Petersburg FL 33713
GO AFTER YOUR SOBRIETY	Wednesday at 8:00 PM, Allendale United Methodist Church is an Open Meeting
A Power Greater Than Ourselves	The last Monday of the month is an Open Speaker Meeting.
New Beginnings Women's Newcomers Meeting	New Meeting. Tuesday 6:30 PM, Church of the Isles, 200 24th Avenue, Indian Rocks Beach. Open Womans Newcomer Meeting
SERENITY BY THE SEA	Has moved back to Calvary Crystal Beach (church),625 Crystal Beach Ave, Crystal Beach, FL 34681
St. Pete Group\Morning Meeting	New Meetings, Beginning September 2nd 401 5th Street North, St. Petersburg FL. 33702 7:30 AM Monday, Tuesday, Wednesday, Thursday and Friday. Close Discussion Meetings
T.G.I.S. Women's Meeting	Beginning Friday September 6 we move to a new location, St. Anne of Grace Episcopal Church. 6650 113th St., Seminole, FL 33772

Budgeting for 2025

I spoke with Daniel Miller of Minuteman Press about what he predicted would be the price increase for the final printing of 2024 in October and what we can expect in 2025.

Daniel explained the that the cost of Paper keeps going up which is why you see the increase in printing cost. (see below). So for October we can expect a similar increase of about $30 dollars or about $1315.00. which will put us over budget by about $43.00

2024

Printings	**Cost**
October	$1,315.00 …Estimate
July	$1,285.58
April	$1,247.40
January	$1,195.00
Total	$5,042.98
Budget	$5,000.00
Left	-$42.98

Daniel explained that we can expect the same rate changes for 2025. I am asking for $5,700.00 for the I included an increase of $50 per printings to be safe.

2025 Estimate

January	$1,365.00
April	$1,405.00
July	$1,445.00
October	$1,485.00
Total	$5,700.00

Feasability Study for Intergroup meetings to go live, and or to Hold Meetings or Hybrid

1. **Live Meeting (Non-Hybrid)**
   A. **Live Meetings with Audio but No Visual**

Pros

Lowest cost

Cost			
Item	Up front	Monthly	Yearly
Rent		$200	$2,400
Require reps to supply own copy			
added Cost			
Printer Cost *to Furnish Printed Handouts 50 Copies/1250 total pages*		$150	$1,800
Print in house		$50	$600

Cons

(1) Limited participation.

(2) Requires hand-outs or attendees to print out their own or have a copy on a digital device.

B. Live Meetings with Audio and Visuals

Pros

Better Communication.

Cons

(1) Initial cost for a large screen TV or monitor if site does not have one to use.

Cost			
Item	Up front	Monthly	Yearly
Rent		$200	$2,400
Large Screen TV 55"	$500		
Monitor	$1,500		

(2) Limited participation.

(3) Increases storage space to store monitor or TV.

2. **Live Meetings (Hybrid)**
   A. **Location has equipment to run a Hybrid meeting.**

Pros

(1) Increased participation for those that can't attend live.

(2) Better Communication.

(3) Basic Cost.

Cost			
Item	Up front	Monthly	Yearly
Rent		$200	$2,400

Cons

(1) Limited locations (sites) that have all equipment Necessary.

B. **Location does not have equipment to run a Hybrid meeting.**

Pros

(1) Increased participation for those that can't attend live.

(2) Better Communication.

Cons

(1) Increased Cost and Equipment

Cost			
Item	Up front	Monthly	Yearly
Rent		$200	$2,400
Large Screen TV 55"	$500		
Monitor	$1,500		
Cameras	$100		

We would have to supply additional Equipment, but we should have those.

2 Laptops

Sound System

2 Microphones

(2) Increases storage space to store equipment.

Sample Sites that may be available.

Possible Locations Address	Contact Person	Contact #	Site Cost (Monthly	Capacity (100+)	A/V for Zoom	Coffee Set-up	Storage
Calvary Church Clearwater 110 N McMullen Booth Rd, Clearwater, FL 33759	**Dr David Rice**	**(727) 441-1581**		112	Yes	?	
Oakhurst United Methodist Church 13400 Park Blvd, Seminole, FL 33776	Antonia	**(727) 391-4769**	Neg		Yes		
Prince of Peace Lutheran Church 455 Missouri Avenue Largo, FL 33770		**(727) 585-9969**			No		
Saint Petersburg College Seminole FL	Kassy Little	**727 391 8345**	$100- $170				
St. Giles' Episcopal Church 8271 52nd St. N. Pinellas Park, FL 33781-1518	Cynthia	**(727) 544-6856**	$150		No		No

Budgeting

Based on we don't know which format will be selected budgeting should be passed on the most costly options.

Up front one time cost to hold Hybrid If site does not have equipment $1600. 00

Monthly Cost Rent $200.00/$2400.00 Year

Printing Cost $150.00/$1800.00 Year

Total Budget $4,200.00

Finance Committee Report

August 2024

1. Finance committee is comprised of Terri R (also an Intergroup Representative), Dan K (CPA), Mickey S (Treasurer), and Mike Finnigan (Secretary).
2. Committee has developed plan to draft a proposed 2025 Intergroup budget for the Body's approval. Process begins September 1, 2024 and draft budget will be presented to the Body at its November 18 meeting and the Body will vote on the budget at its December 16 meeting.
3. At the last Steering Committee, the Central Office Manager recommended Intergroup obtain a credit card so it can earn cash back on purchases. The Steering Committee requested the Finance Committee to review these recommendations and select a card. This task will be completed in September.
4. The Committee will review a draft Intergroup policy on financial management in September and October, with the goal of issuing the policy by November 1, 2024.

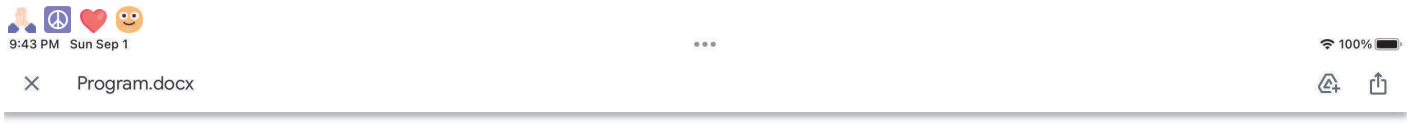
PCI Secretary <secretary@aapinellas.org>

Talent Show Report

2 messages

Richard Peck <richardpeck96@gmail.com> Sun, Sep 1, 2024 at 10:10 PM
To: PCI Secretary <secretary@aapinellas.org>

Hello all, As of August 30 all 300 tickets have been sold and all funds turned in for depositing.
All 20 performs have been confirmed. Please find a draft or the shows program attached.
We have a great group of volunteers, including a few with audio & stage management experience.
The decorating committee has plans they are excited about & should come in under budget.
The refreshment committee has its plans in place. They still plan to offer coffee & ice water to guest. They will also be selling sweets & a few salty snacks, as well as soft drinks. All items will be only $1.
There seems to be a lot of excitement about this show. We still expect to come in on or under budget with a net gain in the $4,000 range
In loving service,
Rick P.



TONIGHTS SHOW

Hosted By

CJ K.

And Featuring

MARY KAY M. / Healing Music
JOEY R. / Guitar & Vocals
JO & BETHY / Guitar & Vocals Duet
CHRISTINA F. / Dog Agility Act
ABIGAIL D. / Poetry Reading
PAM & SAM / Karaoke Duet
CESS C. / Freestyle Rapping
LENNY K. / Poetry Reading
GENE C. / Guitar & Vocals
PETER P. / Guitar & Vocals
SOPHIE S. / Poetry Reading
PATRICK S. / Piano Soloist
KHALIFA D. / Guitar & Vocals
AUGUST S. / Stand Up Comedy
TIMOTHY P. / Magic
MARTA M/ Poetry Reading
CLINT & TARA / Guitar & Vocals Duet
MIKE D. / Guitar & Vocals
NICHOLAS R. / Saxophone Soloist
RICK P. / Comedic Poem

PCI Secretary <secretary@aapinellas.org> Mon, Sep 2, 2024 at 11:22 AM
To: Richard Peck <richardpeck96@gmail.com>

Got it. Thanks

[Quoted text hidden]

PCI Secretary <secretary@aapinellas.org>

Fwd: New Entry: Intergroup Motion Submission

2 messages

PCI Chair <chair@aapinellas.org> Mon, Sep 2, 2024 at 12:49 AM
To: PCI Secretary <secretary@aapinellas.org>

For steering agenda

Tanya Y.
(pronouns: she/her/hers)
Chair, Pinellas County Intergroup Inc.
cell/text: 727-729-0477
www.aapinellas.org

From: Pinellas County Intergroup Inc. <wordpress@aapinellas.org>
Sent: Sunday, September 1, 2024 9:03:50 PM
To: chairman@aapinellas.org <chairman@aapinellas.org>
Subject: New Entry: Intergroup Motion Submission

Name
Rick P

Email
richardpeck96@gmail.com

Group
Talent Show Chair

Short Description of Motion

To have the 12 Traditions read at the beginning of Intergroup & Steering Committee meetings.

Detailed Motion please be specific

To have 12 Traditions read at the beginning of all Intergroup & Steering Committee meetings

Background information detailing why the motion is needed

The 12 Traditions are the principles that we use to conduct all our business & guide our meetings. We regularly have new members joining us this will them get familiar with them. It would also be a great reminder to us all why we are there, what our purpose is, & who is in charge.

Sent from Pinellas County Intergroup Inc.

PCI Secretary <secretary@aapinellas.org>

Fwd: New Entry: Intergroup Motion Submission

1 message

PCI Chair <chair@aapinellas.org> Mon, Sep 2, 2024 at 12:50 AM
To: PCI Secretary <secretary@aapinellas.org>
Cc: "ruleschair@aapinellas.org" <ruleschair@aapinellas.org>

For Saturday's agenda

Tanya Y.
(pronouns: she/her/hers)
Chair, Pinellas County Intergroup Inc.
cell/text: 727-729-0477
www.aapinellas.org

From: Pinellas County Intergroup Inc. <wordpress@aapinellas.org>
Sent: Sunday, September 1, 2024 9:27:01 PM
To: chairman@aapinellas.org <chairman@aapinellas.org>
Subject: New Entry: Intergroup Motion Submission

Name
Rick P

Email
richardpeck96@gmail.com

Group
Talent Show Chair

Short Description of Motion

Create a standing Outreach Committee

Detailed Motion please be specific

To establish an Outreach Committee to better connect with the various groups & meetings. This will better educate groups on exactly what PCI is, what PCI does & How PCI works. We could encourage their participation & Support.

Background information detailing why the motion is needed

The outreach concept came out of the PCI group inventory back in Feb. but no action has yet been taking. Outreach committees are a common practice with other Intergroup's & service districts. This will help serve both PCI & the groups throughout Pinellas County

Sent from Pinellas County Intergroup Inc.

PCI Secretary <secretary@aapinellas.org>

Fwd: GOYA Group Motion

2 messages

Tanya Yatsco <tanyaaa080806@gmail.com> Mon, Sep 2, 2024 at 2:13 PM
To: "JoAnne C." <secretary@aapinellas.org>

For the agenda.

Tanya Y.
(pronouns: she/her/hers)
Pinellas County Intergroup Chair
cell/text: 727-729-0477
www.aapinellas.org

From: Karen Serenity <karenserenity@yahoo.com>
Sent: Monday, September 2, 2024 1:32:03 PM
To: Your Intergroup Chair <tanyaaa080806@gmail.com>
Subject: GOYA Group Motion

The GOYA Group would like to make a motion to move Pinellas County Intergroup Central Office to a different location. We need a mold free environment to conduct business and the definition of insanity is to keep doing business in a moldy environment and expecting different results. This is the second time this year that the toxic mold has caused health problems and closed down the office. Mold is a very toxic health condition, and once you get the full blown mold poisoning, it becomes a serious chronic health condition, which can be fatal. May we make a motion to relocate Central Office ASAP?

Sincerely,

Karen Henry, Realtor, G.R.I.
2001 West Bay Drive
Largo, Florida 33770
KarenSerenity@yahoo.com
(609)969-7524

"Why Pay Someone Else's Mortgage?"