FINANCE COMMITTEE REPORT – October 2024

During the month of October 2024, the members of the Finance Committee met two times and worked on the following projects and tasks:

Monthly Financial Reports:

The Committee was joined by representatives of BPM, the contract accounting firm, to review the financial reports for September 2024. The reports were received by the Committee and the Treasurer posted them to the acawso.org website along with a written Treasurer's Report.

Fishbowl Inventory Management Implementation:

Brad L. reported that we are currently working on the Fishbowl dashboard and reporting functionality to ensure it is optimized for the best possible use. We are continuing to conduct spot checks on inventory to verify that the system is set up correctly. While we are still performing certain tasks manually, we are awaiting a fix from the vendor to address the remaining issues including the sales tax issue.

Despite these challenges, the product is functioning well overall. The team is actively addressing each issue to ensure full integration and data accuracy. Updates will be provided as progress is made in resolving these concerns. Additionally, the team continues to operate the parallel system to maintain an extra layer of verification during this transition phase.

Review Minimum of $100 per order

The Finance Committee mentioned that, in order to qualify for the intergroup discount, members must make a minimum purchase of $100. This threshold has been in place since 2012. The committee reviewed current ordering patterns and discussed whether this minimum is still appropriate. Additionally, some intergroups require a $100 minimum for drop shipment orders to support our members. The Finance Committee believes that maintaining the $100 minimum is necessary to continue supporting our members effectively.

Donor Management Software:

Brad L. has noted that it is becoming increasingly complex to achieve our desired outcome. The complexity arises from our attempt to integrate the meeting list with the donation form, allowing members to select their preferred meeting while making a donation. This integration requires significant customization.

Many of these systems host their donation forms in the cloud, and the vendors are unwilling to accommodate the necessary modifications. As a result, we are exploring the option of utilizing two systems: continuing to use GiveWP for donations while implementing a separate backend system. We are currently evaluating two systems and developers to facilitate this approach, which include international bank transfers to support our international groups. To streamline the process and reduce complexity, we may need to disconnect from our existing network. The ideal solution would involve a unified system that serves as a single source of truth.

He met with representatives from Fundraise and Virtuous. The issue with Fundraise is that they charge a 5% recovery fee, compared to the 3% fee charged by other platforms. As of now, the best option appears to be Boomerang.

Review Fiscal Policies:

Committee Budgets and Reimbursement

- We found that references to the budget in the OPPM (Organizational Policies and Procedures Manual) are not aligned with current practices. Specifically, the OPPM mentions committees but does not address Operations and Board Budgets. The Finance Committee has determined that all aspects of the budget should be included in the OPPM. To address this, the Finance Committee will begin adding a "Budget Policy" section to the Fiscal Policies section of the OPPM.

Accounting Policies

- The wording has been updated to specify that cumulative expenses will be capitalized on our fixed assets.
- The Finance Committee will update the policy to make it more robust and comprehensive.

Book Price Increase:

The committee reported that the last price increase occurred in June 2022. Upon reviewing the selling cost of our books using the Bureau of Labor Statistics Inflation Calculator, it was found that, due to inflation, the current purchasing power for the workbooks has increased by nearly $1.00, and the Red Books have increased by almost $2.00. As a result, a price increase is being considered for inclusion in the upcoming budget.

Shopify Sales Tax:

Brad L. reported receiving a notice indicating that we will now be charged for sales tax calculations. Previously, we charged $100 per month, but the new fee will be $300 per month for these services. We need a vendor to do the sales tax calculations for our Shopify orders. As a result, we are exploring the possibility of using our current service, TaxJar, instead of the Shopify-provided solution.

Anyone with a finance or business background, or just an interest in learning more about the Finance Committee, is welcome to contact the Chair or Vice Chair about joining. You do not have to be a CPA to participate. Please send an email to finance@adultchildren.org or send a message to any finance member on Slack.

Tamara P., SC – Treasurer and Chair
Sylvia M., CA – Vice Chair
Bill D., CA – Member
Brad L., MD – Member
Melissa H., TN - Member