

ACA WSO Annual Finance Committee Report - 2025

Committee	
Name of Committee: FINANCE COMMITTEE	
Type of Committee (standing, ad hoc, other): Standing	
Inception Date	Sunset Date
2015	n/a

Statement or Description of Purpose

The mission of the Finance Committee is to examine the financial affairs of the WSO on an ongoing basis to ensure transparency and integrity of all financial aspects of the organization. In doing so, all financial processes are reviewed, and recommendations are made to the WSO Board for improvements to the fiscal policies and procedures, as well as ensure adherence to state, federal, and international laws. All tasks are done with the primary purpose of keeping the fellowship financially stable and healthy so that the message continues to be carried to ACAs throughout the world.

Chair / Vice Chair (First Name, Last Initial; State or Country)

Chair: Tamara P. [Jan-June 2025] Al E. (IL) [Jun-Dec 2025]

Vice Chair: Sylvia M. (CA)

Members (First Name, Last Initial; State or Country)

Bill D. (CA)

Brad L. (MD)

Channen S. (CO)

WSO Website - Repository URL of Meeting Minutes / Reports

<https://acawso.org/category/finance/>

Committee Contact information

Al E.: treasurer@adultchildren.org

WSO Slack Channel: wso_finance

Weekly Meeting: Second & Fourth Thursdays, 4:00-5:30 p.m. Eastern Standard/Daylight Time US

Zoom: <https://us02web.zoom.us/j/82385200974>

List of Committee Accomplishments in 2025

1. Monthly Review of Financial Statements

-
2. Financing Options and Prudent Reserve CD
 3. Fixed Asset Policy
 4. Anonymous Contribution Policy
 5. Cyber Hygiene Training
 6. Audit Support and Completion
 7. Donor Management Software and FundraiseUp Integration
 8. Fiscal Policy Revisions
 9. Non-Book Product Price Review
 10. Donation Receipt Contact Change
 11. QuickBooks Online Migration and File Conversion
 12. Banking Trifold Updates
 13. Annual Budget in QuickBooks Online
 14. Asset Allocation and Audit Readiness
 15. BPM Accounting Contract Renewal and Transition to JB Certified Accounting Services
 16. Annual Treasurer Report
 17. ABC Portal
 18. AA International Convention Opportunity
 19. Strengthen My Recovery Audiobook Accounting
 20. Treasurer and Committee Chair Transition
 21. Finance Committee Calendar
 22. New Group Lookup for 7th Tradition
 23. Where Does The Money Go Flyer
 24. Europe Tax-Filing Provider
 25. 2025 YTD Budget-vs-Actual and Midyear Financial Review
 26. 2025 Revised Budget Review
 27. WSO Finance Dashboard
 28. Treasurer Report Format
 29. 2026 Budget Review
 30. Purchase Power Parity
 31. Contingency Fund
-

-
- 32. JBCAS Transition
 - 33. 20th Anniversary Book Pricing
 - 34. Concept 8 Alignment
 - 35. Committee Membership Recruitment
-

Detailed Descriptions of Accomplishments in 2025

1. Monthly Review of Financial Statements

Throughout 2025, the Finance Committee continued its monthly review of financial statements with representatives from BPM, ACA WSO's contract accounting firm. Reports reviewed during the year covered December 2024 through October 2025 financial activity. The Committee received the reports, and the Treasurer posted the financial statements and written Treasurer's Reports on acawso.org as part of WSO's ongoing commitment to transparency.

2. Financing Options and Prudent Reserve CD

The Finance Committee reviewed the status of funds held in Chase savings, noting that interest earnings were minimal. To improve returns while maintaining a conservative reserve posture, the Committee recommended transferring \$50,000 from the Chase Savings Prudent Reserve account into a 12-month Chase CD earning 3.25%. The motion was presented by the General Manager and passed unanimously.

3. Fixed Asset Policy

The Controller presented a proposed Fixed Asset Policy outlining guidelines for capitalizing and managing fixed assets. The Finance Committee recommended auditor review for compliance and best practices. The auditor confirmed that the policy was well structured and met necessary requirements, and the Committee supported the policy as presented.

4. Anonymous Contribution Policy

The Treasurer updated the Committee on procedures for handling anonymous contributions. The Committee reaffirmed the importance of maintaining donor anonymity while ensuring compliance with financial and regulatory expectations. The OPPM was updated to reflect proper handling procedures.

5. Cyber Hygiene Training

The IT Manager recommended cyber hygiene training for the Board and office staff to strengthen cybersecurity awareness and compliance. After reviewing vendors, Wizer was identified as a suitable option, including phishing simulations. The Committee voted unanimously to proceed, contingent on confirming alignment with auditor recommendations.

6. Audit Support and Completion

The Finance Committee received regular audit progress updates from the Controller and collaborated on audit requests, including internal control documentation. No significant issues were identified during the process. The Committee also supported preparation of a going concern letter and later reviewed Form 990 materials, including the worksheet, draft walkthrough, Board approval, final filing, and public-disclosure posting.

7. Donor Management Software and FundraiseUp Integration

The IT Manager provided ongoing updates on the implementation process until the platform went live. During the year, FundraiseUp was successfully connected to Bloomerang to enhance donor data management and reporting capabilities.

8. Fiscal Policy Revisions

The Finance Committee continued reviewing fiscal policies in the OPPM, including updates intended to strengthen internal controls, clarify financial processes, and reflect current practices. Work also included review of anonymous contribution procedures and fixed asset guidance.

9. Non-Book Product Price Review

The General Manager presented updated pricing projections for non-book products in alignment with Board Motion 24_12_02. The pricing review addressed rising production and fulfillment costs, with selected kit adjustments based on pricing dynamics and bundle components. The revised list was prepared for Board consideration with implementation steps and communication to the Fellowship.

10. Donation Receipt Contact Change

The Committee reviewed an update to the donor system so donation receipts come from the Finance Department rather than the Treasurer. This change better reflects the Finance team's role in donation records, receipts, and donor inquiries, reducing confusion and improving communication with the Fellowship regarding 7th Tradition donations.

11. QuickBooks Online Migration and File Conversion

The organization completed its move to QuickBooks Online, including historical data transfer and reconciliation with current records. The Committee also approved limited consultant support to assist with merging the historical QuickBooks Online instance into the active file to avoid ongoing costs for multiple instances.

12. Banking Trifold Updates

The Finance Committee approved updates to the banking trifold. On March 18, 2025, the Treasurer forwarded tracked changes for Board approval.

13. Annual Budget in QuickBooks Online

The Financial Controller confirmed that ACA WSO's annual budget was fully loaded into QuickBooks Online. This enables real-time tracking of spending against the approved budget and supports improved financial oversight.

14. Asset Allocation and Audit Readiness

The Financial Controller discussed progress on asset allocation in preparation for the annual audit. Efforts included aligning fixed assets with proper accounting classifications and organizing complete documentation for improved tracking going forward.

15. BPM Accounting Contract Renewal and Transition

The Finance Committee reviewed a BPM contract renewal proposal that included a price increase and unanimously approved the renewal. Later in the year, the Committee was informed of a change in BPM's primary contact and discussed transition of the primary contact to JB Certified Accounting Services to maintain continuity in financial reporting and support.

16. Annual Treasurer Report

The Committee reviewed the Annual Treasurer Report, adding clarifying points to support transparency and help members better understand ACA WSO's income, expenses, and financial management over the prior year.

17. ABC Portal

The IT Manager introduced the ABC Portal, available on the Blue Website, and demonstrated how it will be used to submit and manage ABC-related documents. The Committee discussed

how the portal may streamline document handling and coordination.

18. AA International Convention Opportunity and Fundraising

The Committee unanimously approved support for ACA's participation in the AA International Convention in Vancouver. The Board-approved budget included booth cost, travel support, materials, printing, shipping, banners, and technical support for point-of-sale transactions. The opportunity was recognized as a historic way to carry ACA's message to adult children who may not yet know about the fellowship.

19. Strengthen My Recovery Audiobook Accounting

The Committee discussed how to integrate the new Strengthen My Recovery audiobook into ACA's financial reporting, including posting, mapping, account coding, cost centers, and future comparison to book and e-book sales for budgeting and planning purposes.

20. Treasurer and Committee Chair Transition

In June 2025, Al E. was appointed WSO Treasurer and Chair of the Finance Committee, succeeding Tamara P. The Committee expressed appreciation for Tamara's dedicated service and hard work.

21. Finance Committee Calendar

The Committee reviewed and updated the Finance Committee calendar, aligning meeting dates, Form 990 due dates, Board and budget approval timelines, and monthly financial report posting schedules to support coordination with BPM, the Board, and the Fellowship.

22. New Group Lookup for 7th Tradition

The IT Manager updated the Committee on development of a new group lookup feature to improve the donor experience when directing 7th Tradition contributions to specific meetings or groups. The features include faster type-ahead search, clearer filters, and donor type selections to support better reporting.

23. Where Does The Money Go Flyer

The Committee reviewed the Where Does The Money Go flyer to ensure information remained current and updated outdated content.

24. Europe Tax Filing Provider

The General Manager reported that European tax-filing provider fees are increasing due to new laws requiring more frequent and complex filings. The Committee voted unanimously to authorize the General Manager to gather more information about the feasibility of establishing a business presence in Europe, including insurance, regulatory, and administrative considerations.

25. 2025 YTD Budget-vs-Actual and Midyear Financial Review

The Committee reviewed year-to-date financial reports compared with the approved budget to assess sales shortfalls, expense controls, areas that performed well, and opportunities to address shortfalls during the remainder of the year. The discussion highlighted revenue trends in book and e-book sales, expense management, improved reporting tools, and the need for continued monitoring.

26. 2025 Revised Budget

The Finance Committee reviewed the 2025 revised budget, incorporating year-to-date actual results and updated forecasts. Revenue projections were adjusted for current sales performance, including changes in book and e-book demand, while expenditures were realigned to support core operations and manage costs.

27. WSO Finance Dashboard

The Committee began exploring a WSO Finance Dashboard to help members more easily understand how WSO finances support ACA's mission. The goal is to present financial information in a simple, transparent, visual, and engaging format.

28. Treasurer Report Format

The Committee reviewed proposed ideas to the monthly Treasurer Report format to improve clarity, consistency, and readability for the Fellowship. This action was taken in response to a series of suggestions offered from the Fellowship.

29. 2026 Budget Review

The Finance Controller coordinated the 2026 budget development process by requesting budget submissions from WSO committees. The proposed budget incorporated all committee budgets received and Board input, planned for the 50th Anniversary Book, anticipated sales and contribution growth, inflationary increases, insurance premiums, contractor support needs, and possible contingency funding. Further refinement continued through year-end prior to Board consideration.

30. Purchase Power Parity

The Committee began discussing international pricing to support equitable access to ACA literature worldwide while sustaining WSO operations. Purchasing Power Parity was identified as a repeatable and verifiable method for aligning book prices with local economic conditions rather than relying only on currency exchange rates.

31. Contingency Fund

The Committee explored whether ACA WSO should establish a contingency fund to help manage unexpected expenses or cost increases. Members discussed how such a fund could support cash management and budget stability while primarily affecting internal budget planning rather than external financial statements.

32. JBCAS Transition

The Committee reviewed the JBCAS response letter regarding the accounting services transition and evaluated potential service-scope changes. Based on current information, no reduction in basic accounting services is expected, and the transition may strengthen institutional budget knowledge and strategic support, including dashboard development.

33. 20th Anniversary Book Pricing

The Committee discussed pricing strategy for the 20th Anniversary Book, including whether the book should be offered without a discount. The discussion emphasized documenting the rationale for pricing decisions, including mission alignment, margin considerations, donor equity, and consistency with ACA WSO's publishing objectives.

34. Concept 8 Alignment

The Committee discussed the importance of aligning the 2026 budget narrative and assumptions with ACA's Twelve Concepts, particularly Concepts 7 and 8, to reinforce accountability and stewardship on behalf of the entire fellowship.

35. Committee Membership

The Finance Committee continued inviting members with finance, business, or general interest backgrounds to participate. In October, the Committee welcomed Channen S. as a new member, noting his service as treasurer for the Colorado Intergroup and the perspective he brings to the Committee's work.

i. A List of the Committee's Work-in-Process

1. 2026 Budget Updates and Board-Requested Changes
 2. Contingency Policy Development
 3. Purchasing Power Parity (PPP) Pricing Policy Review
 4. Audit and Tax Oversight (2025)
 5. Financial Reporting Enhancements and Dashboard Development
 6. ACA Banking/Accounting Procedures Trifold
 7. Financial Policy Review and Revisions
-

8. Detailed descriptions of Work-in-Process

1. 2026 Budget Updates and Board-Requested Changes

This project focuses on implementing Board-requested updates to the 2026 budget, including renaming the \$3,000 line item from “ABC Committee Special Worker/Contractor” to “Committees Special Worker/Contractor Fund,” and confirming publication of the approved budget on the WSO website.

2. Contingency Policy Development

This project focuses on developing a formal policy to establish a standard contingency amount or percentage within the annual WSO budget. The objective is to strengthen financial planning, improve risk management, and ensure consistency in budgeting practices.

3. Purchasing Power Parity (PPP) Pricing Policy Review

This project focuses on reviewing the proposed Purchasing Power Parity (PPP) Pricing Policy to evaluate its financial and operational impact. It also includes clarifying the role of the Finance Committee within the policy to ensure appropriate oversight and alignment with financial objectives.

4. Audit and Tax Oversight (2025)

This project focuses on monitoring the 2025 audit process, including reviewing status updates, timelines, and next steps. It also includes overseeing the preparation and filing of the 2025 Form 990 to ensure compliance and accuracy in financial reporting.

5. Financial Reporting Enhancements and Dashboard Development

This project focuses on identifying opportunities to streamline financial reporting processes in collaboration with external accounting partners. It includes the development of a financial dashboard to support Board reporting, Treasurer’s monthly reports, and Fellowship-facing financial summaries, improving transparency and accessibility.

6. ACA Banking/Accounting Procedures Trifold

This project focuses on the development of a trifold document outlining ACA banking and accounting procedures. The objective is to provide clear and accessible guidance that supports financial consistency and best practices across the Fellowship.

7. Financial Policy Review and Revisions

This project focuses on reviewing and updating key financial policies. Areas under consideration include the Archiving Financial Records Policy (aligned with the ACA WSO Records Management

and Retention Policy), development of Key Performance Indicators, clarification of the distinction between a Prudent Reserve and a Contingency Fund, and revisions to the Prudent Reserve Policy.

Goals For the Year Ahead

- 1. Strengthen Financial Oversight and Transparency**
Continue timely monthly review of financial statements, enhance Treasurer reporting, and support development of clear, accessible financial communication tools.
- 2. Support Audit, Tax, and Regulatory Compliance**
Ensure successful completion of annual audit and Form 990 processes, maintain audit readiness throughout the year, and support compliance with evolving domestic and international regulatory requirements.
- 3. Advance Strategic Financial Initiatives**
Evaluate and support key initiatives such as international pricing parity (PPP), European business presence feasibility, and major project pricing strategies (e.g., anniversary publications).
- 4. Improve Cash and Reserve Management**
Monitor prudent reserve strategy, evaluate investment options, and explore establishment of a contingency fund to support long-term financial stability.
- 5. Strengthen Finance Committee Membership**
Continue to recruit, where feasible, new Finance Committee members, either with financial expertise or focused interests in WSO's financial resources.
- 6. Pricing Strategies**
Evaluate strategies to respond to pricing changes based on world economic challenges.