

Palm Beach County Intergroup

Treasurer / Acting Chair Report – August 2017

Greetings to all. On behalf of Palm Beach County Intergroup, I hope and wish that all have recovered or are near recovery from Hurricane Irma. Due to the timing of the storm, we found it necessary to cancel both the Advisory Committee meeting on 9-11-17 and the regular Business Meeting on 9-13-17. This report will be submitted to the Secretary to produce an abbreviated “Minutes” document for August.

I would like to thank our Office Manager, Tracy, the Office Volunteers, and the Triangle Club for preparing the Office for the storm and boarding up the exterior. My job requires that I be present before, during, and after major storms and I was not able to be present for preparation and re-opening. I did go by the office just prior to the storm to perform a last minute backup of our computer system and inspect the building and I was simply in awe of what the team accomplished. I would also like to thank our Chair, Deb M. for her assistance. Though on medical leave, she was able to make a lot of the time consuming phone calls and coordinate things with Tracy. Tracy reopened the Office on Tuesday following the storm. I would also like to thank our Phone Committee Chair, Annette, and all of the volunteers on the Phone Committee for taking care of getting the phones covered for Friday and Monday while the office was closed. In addition, our senior Volunteer, Mike, covered many shifts in the office so that other volunteers could take care of obligations at home related to the storm. A job well done by all.

As expected, our finances took a hit in the month of August. Sales were good and Group Contributions average for this time of year. However, not only did we have two employees working at the same time for part of the month, as our new Office Manager was being trained, we also had some payroll expenses for our previous Office Manager that should have been expensed in July, but were not, and therefore carried into the August period. These expenses were a debt that needed to be settled prior to the employee leaving.

The good news is that moving forward, our finances are going to be much more predictable and much easier to manage. The following are some key points for our finances moving forward:

- The Office Manager is no longer doing payroll. As Treasurer, that is now my responsibility and will be executed on a regular schedule making expenses predictable
- The new Office Manager has already completed our Quickbooks software project. All financial entries are current on a daily basis. This enables the Treasurer, the Chairperson, or any member of AA to be able to view our Finances instantly and in one place and see up to the minute numbers.
- The arrangement for someone from the outside to clean the office monthly for a fee has been ended. These duties will be handled by the Office Manager and Volunteers
- We have enough redundancy built in now that the office can be managed by the Officers and volunteers should the Office Manager require leave due to illness or personal reasons
- Our operating account is low right now, but our prudent reserve is still over \$14,000. I don't usually believe in micro management, however, at this time, all bill payments are running

through me (as Treasurer) as I believe it is prudent to do so at this moment. When we start swinging positive again the micro management will be replaced by weekly review

While some Groups and AA members have expressed displeasure with some decisions made in the past, let me first say that I understand that. I am not here to second-guess anyone who made decisions before me or any of the other Officers. I feel past decisions were made from the heart and with the best of intentions. However, if we keep looking back while we are trying to move forward, we are liable to trip over something.

Our message to all Groups and members of AA in Palm Beach County is that we are under new management, we have just gone through a transition, and that we need your help, through either contributions or service. Our primary mission is to serve the Groups of Palm Beach County and help the alcoholic who still suffers and you can count on current leadership fulfilling that goal.

Thank you for your service and we will see you at the next meeting on October 11th.

Roger B.

Treasurer / Acting Chairperson