

# NGWTE – TREASURER Report

October 3<sup>rd</sup>, 2023

## COMPLETED September 2023:

1. **Requested assistance from the community for musical equipment.** Music Instrument Wish list to be provided for inclusion in the September Loveletter. This might allow for people willing to donate and offset actual expenses while we work enhance access to much needed music equipment for the community. Worked with the Music chair to serve as musicians at a Men's retreat to earn \$350 which will be applied to music instrument purchases.
2. **Established a Finance Team** to support the functions and planning of this position throughout the year. Looking to add members to the team to develop succession planning, create well defined policies and procedures in addition to job aids for the committee. Would like to establish an Advisory Board of former Treasurers to define and tackle quarterly objectives for the committee. Dan Orndoff has volunteered to be on the Advisory Board for the Treasurer function. No additional volunteers have come forward but will continue to work to find additional assistance.
3. **Created Bank Deposit Bags** for Walks to allow the ALD collecting team fees the opportunity to have one central location to keep track of cash, checks for team fees. Also created deposit bags for Head Kitchen to keep track of allowance and receipts during the walks that they are responsible for.

## TASKS FOR OCTOBER:

1. **Treasurer's Advisory Board** - Get Dan Orndoff approved to be on the Advisory Board for the Treasurer.
2. **Launch a 40 for 40 campaign** to celebrate our community's 40-year anniversary and build a legacy reserve investment fund to put the community on a strong financial footing.
3. **Fidelity Investment Account Signature Card** – Get signature card updated for the change in authorized signers. The document was completed in September and received by Fidelity, but they won't accept digital signatures and we are having to resign the documents with "wet" signatures. This is in motion.
4. **Establish a shared workspace** for the Finance committee and other committees to work within at no or minimal costs. We have been approved for 10 users with Microsoft Non-Profits. Waiting on confirmation for Google Non-Profit through their 3<sup>rd</sup> party vendor Percent. Once options are available, I will work with the Technology chair to review and present to the Board for a vote to move forward on centralizing all communications and workspaces for the community under one umbrella.
5. **Get Paypal working for Team Fees** – The link has been broken on the website to collect team fees through Paypal. Account access was never converted over causing delays in fixing the process.
6. **Online Registration application** - Work with Technology team to implement online registration and payments for Walks going forward.
7. **Weekend Profitability Analysis** – Take an in depth look at the profitability requirements for viability to be on solid financial footing.

**TASKS FOR BALANCE OF THE YEAR:**

1. Establish an operating budget for the balance of 2024.
2. Determine monthly, quarterly, and annual expenses.
3. Revisit actual annual costs to determine how best to operate at Break Even or better.
4. Document all known expenses and rental schedule to a shared calendar with the Board of Trustees so we can get everyone on the same page about rental amounts and dates that the facility is scheduled.
5. Develop a policy and procedures manual for the Treasurer's role / Finance committee.
6. Develop a baton pass document that lists out all of the responsibilities that the Treasurer has.
7. Re-establish a seat on the Board of Trustees for the Treasurer so that the needs of the facility can be better understood.

## **COMPLETED IN 2023:**

### **COMPLETED July 2023:**

1. Corporate resolution created and filed with the Georgia Secretary of State reflecting Mark Niethammer as the CFO/Treasurer for NGWTE.
2. Updated Signature Card for Bank of America account to add Mark Niethammer & remove Reece Chapman from the account.
3. Ordered laser checks for Evie Miller to improve response time from 10 days to 3 for printing and mailing checks out as opposed to using BOA bill pay, being charged per item, and delayed processing of 10 days.
4. Trained with Evie on how to make “weekend Walk” deposits in QuickBooks.
5. Gained access to Treasurer Documents on a Dropbox account.

### **COMPLETED August 2023:**

1. **Food Vendor Changed** - Gordon Food Services Application completed and Marlene has initiated the change in vendors.
2. **Tax exempt Status Check Validated** - Determine if we can have a tax-exempt status with the State or how to best go about doing so. – NGWTE has Federal tax exemption because of 501c3 status, but we are not exempt from state taxes.
3. **Update Signature Card for Fidelity account** – Card updated and mailed to Fidelity on 8/28/23. Current signers on this account are: Mark Niethammer, Evie Miller & Ben Powell
4. **Remote Deposit Capture Functional** - Learn how to submit check deposits remote into our BOA account. – Remote Deposit capture machine is up and operational. Deposit has been made.
5. **Treasurer Archive Files** - Review paperwork in Dropbox account to familiarize myself and start developing processes and procedures for everything done in this role. – Reviewed much of the paperwork that was transferred to Reece Chapman. This has triggered the need for a central storage space for committee work for the Treasurer and the community as a whole. I have researched two free options for Non-Profits; (1) Microsoft Office for non-profits (2) Google Workspace for non-profits. We have been approved by Microsoft for 10 free accounts. We are still going through the validation process for Google Workspaces. Once validation has been completed, options will be presented to the Board for approval.

# North Georgia Walk to Emmaus, Inc.

## Balance Sheet

As of October 3, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10100 Bank of America Accounts	
10130 BofA Checking-3514	71,744.85
10131 BofA Savings-4750	20,005.55
10133 BofA Savings-9330 Restricted	10,680.68
<b>Total 10100 Bank of America Accounts</b>	<b>102,431.08</b>
10410 Fidelity Brokerage	14.46
10500 PayPal	121.82
<b>Total Bank Accounts</b>	<b>\$102,567.36</b>
Other Current Assets	\$0.00
<b>Total Current Assets</b>	<b>\$102,567.36</b>
Fixed Assets	\$767,868.84
<b>TOTAL ASSETS</b>	<b>\$870,436.20</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	\$0.00
Equity	
31500 Temp. Restricted Net Assets	0.00
35510 Chrysalis	38,704.92
35520 Chrysalis Youth Pastor	0.00
35530 Romania WTE	0.00
35540 Voucher/Scholarship Fund	15,505.15
35550 Brick Program	0.00
35560 Face to Face Program	2,896.37
35570 King's Retreat	74,767.92
35590 Temp.Restricted Fixed Assets	0.00
<b>Total 31500 Temp. Restricted Net Assets</b>	<b>131,874.36</b>
32000 Unrestricted Net Assets	773,707.16
Net Income	-35,145.32
<b>Total Equity</b>	<b>\$870,436.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$870,436.20</b>

# North Georgia Walk to Emmaus, Inc.

## Profit and Loss by Class

January 1 - October 3, 2023

	CHRYSLIS	EMMAUS	FACE 2 FACE	FACE 2 FACE - TRF	KING'S RETREAT	KING'S RETREAT - TRF	SCHOLARSHIP - TRF	NOT SPECIFIED	TOTAL
Income									
41000 Donations & Gifts-Unrestriced (URF)	947.00	118,110.71	500.05						\$119,557.76
43000 Contributions-Designated (TRF)	130.00					102,414.52	261.00		\$102,805.52
45000 Program Income (URF)	8,756.00	50,581.00	2,200.00		57,520.00				\$119,057.00
47000 Misc Income	20.00	185.00	20.00						\$225.00
<b>Total Income</b>	<b>\$9,853.00</b>	<b>\$168,876.71</b>	<b>\$2,720.05</b>	<b>\$0.00</b>	<b>\$57,520.00</b>	<b>\$102,414.52</b>	<b>\$261.00</b>	<b>\$0.00</b>	<b>\$341,645.28</b>
Cost of Goods Sold	\$7.85	\$2,326.07	\$0.00	\$0.00	\$393.75	\$0.00	\$0.00	\$0.00	\$2,727.67
GROSS PROFIT	\$9,845.15	\$166,550.64	\$2,720.05	\$0.00	\$57,126.25	\$102,414.52	\$261.00	\$0.00	\$338,917.61
Expenses									
60000 Program Expense	1,003.20	7,692.85	843.87						\$9,539.92
62000 Occupancy Expenses	48.51	2,034.17	918.51		115,835.09	173,049.99			\$291,886.27
63000 Personnel & Volunteer Expenses	592.43	171.79			21,991.97				\$22,756.19
64000 Communications & Promotions		155.65							\$155.65
65000 Office and General Administrative Expenses	6,864.23	20,801.36	508.39	1,200.00	6,408.57	201.85			\$35,984.40
66000 Insurance					12,603.50				\$12,603.50
69999 Unapplied Cash Bill Payment Expense-QB								0.00	\$0.00
<b>Total Expenses</b>	<b>\$8,508.37</b>	<b>\$30,855.82</b>	<b>\$2,270.77</b>	<b>\$1,200.00</b>	<b>\$156,839.13</b>	<b>\$173,251.84</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$372,925.93</b>
NET OPERATING INCOME	\$1,336.78	\$135,694.82	\$449.28	\$ -1,200.00	\$ -99,712.88	\$ -70,837.32	\$261.00	\$0.00	\$ -34,008.32
Other Income	\$0.00	\$ -141.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -141.71
Other Expenses	\$0.00	\$180.05	\$0.00	\$0.00	\$815.24	\$0.00	\$0.00	\$0.00	\$995.29
NET OTHER INCOME	\$0.00	\$ -321.76	\$0.00	\$0.00	\$ -815.24	\$0.00	\$0.00	\$0.00	\$ -1,137.00
NET INCOME	\$1,336.78	\$135,373.06	\$449.28	\$ -1,200.00	\$ -100,528.12	\$ -70,837.32	\$261.00	\$0.00	\$ -35,145.32

# North Georgia Walk to Emmaus, Inc.

## Profit and Loss by Month

January 1 - October 3, 2023

	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEP 2023	OCT 1-3, 2023	TOTAL
Income											
41000 Donations & Gifts-Unrestriced (URF)	17,155.88	5,839.79	85,602.94	3,351.25	3,152.15	973.40	1,923.20	757.15	802.00		\$119,557.76
43000 Contributions-Designated (TRF)	84,092.00	33,841.10	-16,704.78	-154.90	1,397.10		-30.00	355.00	10.00		\$102,805.52
45000 Program Income (URF)	1,820.00	6,105.00	29,106.00	20,735.00	12,825.00	17,825.00	8,850.00	21,571.00	220.00		\$119,057.00
47000 Misc Income				90.00	40.00		20.00	75.00			\$225.00
<b>Total Income</b>	<b>\$103,067.88</b>	<b>\$45,785.89</b>	<b>\$98,004.16</b>	<b>\$24,021.35</b>	<b>\$17,414.25</b>	<b>\$18,798.40</b>	<b>\$10,763.20</b>	<b>\$22,758.15</b>	<b>\$1,032.00</b>	<b>\$0.00</b>	<b>\$341,645.28</b>
Cost of Goods Sold	\$1,945.93	\$224.89	\$118.99	\$71.88	\$76.87	\$66.46	\$66.23	\$66.09	\$60.33	\$30.00	\$2,727.67
GROSS PROFIT	\$101,121.95	\$45,561.00	\$97,885.17	\$23,949.47	\$17,337.38	\$18,731.94	\$10,696.97	\$22,692.06	\$971.67	\$ -30.00	\$338,917.61
Expenses											
60000 Program Expense	539.11	2,000.00	1,990.00	1,118.00	948.00	1,248.74	613.87	302.20	500.00	280.00	\$9,539.92
62000 Occupancy Expenses	90,019.59	106,984.98	12,828.02	16,721.72	26,015.73	19,906.89	5,948.91	7,834.10	4,075.88	1,550.45	\$291,886.27
63000 Personnel & Volunteer Expenses	2,895.63	2,953.41	2,706.61	2,707.19	2,601.29	2,853.80	1,984.21	2,150.38	1,903.67		\$22,756.19
64000 Communications & Promotions	10.65								145.00		\$155.65
65000 Office and General Administrative Expenses	2,333.63	811.65	4,962.90	10,508.06	5,488.40	694.87	7,028.99	1,216.78	2,854.12	85.00	\$35,984.40
66000 Insurance	1,583.00	1,583.00	1,583.00	1,583.00	1,583.00		4,688.50				\$12,603.50
69999 Unapplied Cash Bill Payment Expense-QB					0.00			0.00			\$0.00
<b>Total Expenses</b>	<b>\$97,381.61</b>	<b>\$114,333.04</b>	<b>\$24,070.53</b>	<b>\$32,637.97</b>	<b>\$36,636.42</b>	<b>\$24,704.30</b>	<b>\$20,264.48</b>	<b>\$11,503.46</b>	<b>\$9,478.67</b>	<b>\$1,915.45</b>	<b>\$372,925.93</b>
NET OPERATING INCOME	\$3,740.34	\$ -68,772.04	\$73,814.64	\$ -8,688.50	\$ -19,299.04	\$ -5,972.36	\$ -9,567.51	\$11,188.60	\$ -8,507.00	\$ -1,945.45	\$ -34,008.32
Other Income	\$1.02	\$1.84	\$ -150.78	\$1.04	\$1.05	\$1.03	\$1.04	\$1.04	\$1.01	\$0.00	\$ -141.71
Other Expenses	\$840.24	\$15.00	\$15.05	\$15.00	\$15.00	\$35.00	\$15.00	\$15.00	\$15.00	\$15.00	\$995.29
NET OTHER INCOME	\$ -839.22	\$ -13.16	\$ -165.83	\$ -13.96	\$ -13.95	\$ -33.97	\$ -13.96	\$ -13.96	\$ -13.99	\$ -15.00	\$ -1,137.00
NET INCOME	\$2,901.12	\$ -68,785.20	\$73,648.81	\$ -8,702.46	\$ -19,312.99	\$ -6,006.33	\$ -9,581.47	\$11,174.64	\$ -8,520.99	\$ -1,960.45	\$ -35,145.32