

# NGWTE – TREASURER Report

August 1<sup>st</sup>, 2023

## COMPLETED:

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.

## TASKS FOR AUGUST:

1. Review paperwork in Dropbox account to familiarize myself and start developing processes and procedures for everything done in this role.
2. Establish a Finance Team to support the functions and planning of this position throughout the year.
3. Get Gordon Food Services Application to change vendors.
4. Determine if we can have a tax-exempt status with the State or how to best go about doing so.
5. Update Signature Card for Fidelity account
6. Learn how to submit check deposits remote into our BOA account.

## TASKS FOR BALANCE OF THE YEAR:

1. Establish a shared workspace for the Finance committee to work within.
2. Work with Technology team to implement online registration and payments for Walks going forward.
3. Establish an operating budget for the balance of 2023.
4. Determine monthly, quarterly, and annual expenses.
5. Revisit actual annual costs to determine how best to operate at Break Even or better.
6. 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.
7. Develop a policy and procedures manual for the Treasurer’s role / Finance committee.
8. Develop a baton pass document that lists out all of the responsibilities that the Treasurer has.
9. Re-establish a seat on the Board of Trustees for the Treasurer so that the needs of the facility can be better understood.

# North Georgia Walk to Emmaus, Inc.

## Profit and Loss by Month

January - June, 2023

	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	TOTAL
<b>Income</b>							
41000 Donations & Gifts-Unrestricted (URF)							\$0.00
41100 Donations From Individuals	16,800.00	5,562.50	84,786.08	585.10	2,291.00	681.25	\$110,705.93
41200 Donations at Candlelights				848.00	569.00		\$1,417.00
41300 Donations at Gatherings			535.00	1,626.00			\$2,161.00
41400 Kindful Campaigns	355.88	277.29	281.86	292.15	292.15	292.15	\$1,791.48
<b>Total 41000 Donations &amp; Gifts-Unrestricted (URF)</b>	<b>17,155.88</b>	<b>5,839.79</b>	<b>85,602.94</b>	<b>3,351.25</b>	<b>3,152.15</b>	<b>973.40</b>	<b>\$116,075.41</b>
43000 Contributions-Designated (TRF)							\$0.00
43200 Donations Restricted	83,962.00	33,767.10	-17,589.78	145.10	1,745.10		\$102,029.52
43500 Scholarship Funds	130.00	74.00	885.00	-300.00	-348.00		\$441.00
<b>Total 43000 Contributions-Designated (TRF)</b>	<b>84,092.00</b>	<b>33,841.10</b>	<b>-16,704.78</b>	<b>-154.90</b>	<b>1,397.10</b>		<b>\$102,470.52</b>
45000 Program Income (URF)							\$0.00
45100 Pilgrim & Caterpillar Fees		110.00	770.00	2,640.00	6,490.00		\$10,010.00
45200 Team Fees	1,820.00	670.00	7,036.00	18,095.00	11,660.00	245.00	\$39,526.00
45400 Facility Fees Kings Retreat		5,325.00	21,300.00		-5,325.00	17,580.00	\$38,880.00
<b>Total 45000 Program Income (URF)</b>	<b>1,820.00</b>	<b>6,105.00</b>	<b>29,106.00</b>	<b>20,735.00</b>	<b>12,825.00</b>	<b>17,825.00</b>	<b>\$88,416.00</b>
47000 Misc Income							\$0.00
47100 Name Tags & Crosses				90.00	40.00		\$130.00
<b>Total 47000 Misc Income</b>				<b>90.00</b>	<b>40.00</b>		<b>\$130.00</b>
<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>\$307,091.93</b>
<b>Cost of Goods Sold</b>							
52000 Cost of Goods Sold							\$0.00
52100 Fundraising Expenses							\$0.00
52130 Fundraising Subscription Fees	1,284.00						\$1,284.00
<b>Total 52100 Fundraising Expenses</b>	<b>1,284.00</b>						<b>\$1,284.00</b>
52200 PayPal/Kindful Fee Inc & Exp							\$0.00
52210 Pay Pal Fees Expense	661.93	224.44	109.28	56.57	61.56	51.15	\$1,164.93
52220 PayPal Income Surcharge			-5.00				\$ -5.00
52230 Kindful Transaction Fees		0.45	14.71	15.31	15.31	15.31	\$61.09
<b>Total 52200 PayPal/Kindful Fee Inc &amp; Exp</b>	<b>661.93</b>	<b>224.89</b>	<b>118.99</b>	<b>71.88</b>	<b>76.87</b>	<b>66.46</b>	<b>\$1,221.02</b>
<b>Total 52000 Cost of Goods Sold</b>	<b>1,945.93</b>	<b>224.89</b>	<b>118.99</b>	<b>71.88</b>	<b>76.87</b>	<b>66.46</b>	<b>\$2,505.02</b>
<b>Total Cost of Goods Sold</b>	<b>\$1,945.93</b>	<b>\$224.89</b>	<b>\$118.99</b>	<b>\$71.88</b>	<b>\$76.87</b>	<b>\$66.46</b>	<b>\$2,505.02</b>
<b>GROSS PROFIT</b>	<b>\$101,121.95</b>	<b>\$45,561.00</b>	<b>\$97,885.17</b>	<b>\$23,949.47</b>	<b>\$17,337.38</b>	<b>\$18,731.94</b>	<b>\$304,586.91</b>
<b>Expenses</b>							
60000 Program Expense							\$0.00
60100 Upper Room Fees			650.00	600.00			\$1,250.00
60200 Candlelights & Gatherings						48.74	\$48.74
60501 Walk Allowances	539.11	2,000.00	1,340.00	518.00	948.00	1,200.00	\$6,545.11
<b>Total 60000 Program Expense</b>	<b>539.11</b>	<b>2,000.00</b>	<b>1,990.00</b>	<b>1,118.00</b>	<b>948.00</b>	<b>1,248.74</b>	<b>\$7,843.85</b>
62000 Occupancy Expenses							\$0.00
62100 Capital Expenditures (Over \$1,000)	80,000.00	90,486.80					\$170,486.80
62200 Repair & Maintenance							\$0.00
62210 Maintenance & Repairs-Bldg & Equip't	-2,794.65	12,255.08	3,261.39	9,892.01	20,099.01	13,856.87	\$56,569.71
62240 Lawn Service (t)		200.00	400.00	400.00	200.00	600.00	\$1,800.00
62260 Pest Control		150.00				305.00	\$455.00
62270 Fire, Sprinkler & Alarm Service		637.50	3,250.00	1,947.00	473.00	142.50	\$6,450.00
<b>Total 62200 Repair &amp; Maintenance</b>	<b>-2,794.65</b>	<b>13,242.58</b>	<b>6,911.39</b>	<b>12,239.01</b>	<b>20,772.01</b>	<b>14,904.37</b>	<b>\$65,274.71</b>

# North Georgia Walk to Emmaus, Inc.

## Profit and Loss by Month

January - June, 2023

	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	TOTAL
62700 Utilities							\$0.00
62710 Propane Gas	6,862.82		2,276.65	2,532.19	1,754.15	1,633.11	\$15,058.92
62720 Electricity	2,895.71	1,951.37	2,023.65	1,118.99	1,629.53	1,880.70	\$11,499.95
62730 Water & Sewer	327.21	71.74	275.74	588.61	466.00	536.82	\$2,266.12
62740 Web Services & Other IT	1,835.29						\$1,835.29
62750 Internet Connectivity	105.00	106.40	106.40	87.92	87.92	87.92	\$581.56
62760 Telephone - Land and Cell	204.64	547.16	545.80	60.00	259.44	285.30	\$1,902.34
62770 Waste/Trash Collection	488.57	483.93	593.39		951.68	471.20	\$2,988.77
<b>Total 62700 Utilities</b>	<b>12,719.24</b>	<b>3,160.60</b>	<b>5,821.63</b>	<b>4,387.71</b>	<b>5,148.72</b>	<b>4,895.05</b>	<b>\$36,132.95</b>
62800 Storage Rental	95.00	95.00	95.00	95.00	95.00	95.00	\$570.00
<b>Total 62000 Occupancy Expenses</b>	<b>90,019.59</b>	<b>106,984.98</b>	<b>12,828.02</b>	<b>16,721.72</b>	<b>26,015.73</b>	<b>19,894.42</b>	<b>\$272,464.46</b>
63000 Personnel & Volunteer Expenses							\$0.00
63100 Gross Wages	2,495.25	2,523.52	2,417.39	2,461.71	2,349.69	2,394.46	\$14,642.02
63200 Payroll ER Taxes	190.90	193.05	184.91	188.33	179.75	183.17	\$1,120.11
63600 Meeting & Meals Expenses	76.23		48.06			47.50	\$171.79
63700 Volunteer Background Screening		184.49			10.50	167.32	\$362.31
63800 Payroll Fees	133.25	52.35	56.25	57.15	61.35	61.35	\$421.70
<b>Total 63000 Personnel &amp; Volunteer Expenses</b>	<b>2,895.63</b>	<b>2,953.41</b>	<b>2,706.61</b>	<b>2,707.19</b>	<b>2,601.29</b>	<b>2,853.80</b>	<b>\$16,717.93</b>
64000 Communications & Promotions							\$0.00
64300 Postage & Delivery	10.65						\$10.65
<b>Total 64000 Communications &amp; Promotions</b>	<b>10.65</b>						<b>\$10.65</b>
65000 Office and General Administrative Expenses							\$0.00
65100 Paper, Office & Cleaning Supplies	112.99	306.65	418.43	740.32	89.79	457.28	\$2,125.46
65200 Food & Kitchen Supplies	2,215.65		2,318.92	9,682.74	4,985.40	126.29	\$19,329.00
65300 Conference Rm Setup & Supplies		420.00	2,140.55		328.21	26.30	\$2,915.06
65400 QB and Other Software		85.00	85.00	85.00	85.00	85.00	\$425.00
65500 Filing Fees	4.99			0.00			\$4.99
<b>Total 65000 Office and General Administrative Expenses</b>	<b>2,333.63</b>	<b>811.65</b>	<b>4,962.90</b>	<b>10,508.06</b>	<b>5,488.40</b>	<b>694.87</b>	<b>\$24,799.51</b>
66000 Insurance							\$0.00
66100 Insurance Policies	1,583.00	1,583.00	1,583.00	1,583.00	1,583.00		\$7,915.00
<b>Total 66000 Insurance</b>	<b>1,583.00</b>	<b>1,583.00</b>	<b>1,583.00</b>	<b>1,583.00</b>	<b>1,583.00</b>		<b>\$7,915.00</b>
69999 Unapplied Cash Bill Payment Expense-QB					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>\$24,691.83</b>	<b>\$329,751.40</b>
<b>NET OPERATING INCOME</b>	<b>\$3,740.34</b>	<b>\$ -68,772.04</b>	<b>\$73,814.64</b>	<b>\$ -8,688.50</b>	<b>\$ -19,299.04</b>	<b>\$ -5,959.89</b>	<b>\$ -25,164.49</b>
Other Income							
70000 Other Income							\$0.00
71100 Interest Earned	1.02	1.83	1.59	1.04	1.05	0.97	\$7.50
71200 Dividend Income		0.01	4.29			0.06	\$4.36
72000 Gain/Loss on Sale of Stock			-156.66				\$ -156.66
<b>Total 70000 Other Income</b>	<b>1.02</b>	<b>1.84</b>	<b>-150.78</b>	<b>1.04</b>	<b>1.05</b>	<b>1.03</b>	<b>\$ -144.80</b>
<b>Total Other Income</b>	<b>\$1.02</b>	<b>\$1.84</b>	<b>\$ -150.78</b>	<b>\$1.04</b>	<b>\$1.05</b>	<b>\$1.03</b>	<b>\$ -144.80</b>
Other Expenses							
80000 Other Expenses							\$0.00
81100 Bank Fees & Other Service Charges	45.00	15.00	15.05	15.00	15.00	35.00	\$140.05
87000 Depreciation Expense	795.24						\$795.24
<b>Total 80000 Other Expenses</b>	<b>840.24</b>	<b>15.00</b>	<b>15.05</b>	<b>15.00</b>	<b>15.00</b>	<b>35.00</b>	<b>\$935.29</b>
<b>Total Other Expenses</b>	<b>\$840.24</b>	<b>\$15.00</b>	<b>\$15.05</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>\$35.00</b>	<b>\$935.29</b>
<b>NET OTHER INCOME</b>	<b>\$ -839.22</b>	<b>\$ -13.16</b>	<b>\$ -165.83</b>	<b>\$ -13.96</b>	<b>\$ -13.95</b>	<b>\$ -33.97</b>	<b>\$ -1,080.09</b>
<b>NET INCOME</b>	<b>\$2,901.12</b>	<b>\$ -68,785.20</b>	<b>\$73,648.81</b>	<b>\$ -8,702.46</b>	<b>\$ -19,312.99</b>	<b>\$ -5,993.86</b>	<b>\$ -26,244.58</b>

# North Georgia Walk to Emmaus, Inc.

## Balance Sheet

As of June 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10100 Bank of America Accounts	
10130 BofA Checking-3514	81,987.97
10131 BofA Savings-4750	20,003.53
10133 BofA Savings-9330 Restricted	9,432.14
<b>Total 10100 Bank of America Accounts</b>	<b>111,423.64</b>
10410 Fidelity Brokerage	14.46
10500 PayPal	30.00
<b>Total Bank Accounts</b>	<b>\$111,468.10</b>
Other Current Assets	
12000 Undeposited Funds	0.00
12105 Cash to Check Pending	0.00
12200 NSF Check pending	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$111,468.10</b>
Fixed Assets	
15000 Fixed Assets	
15100 Land	183,960.00
15200 Buildings	372,684.00
15300 Building Improvements	112,498.27
15400 Equipment	24,125.44
15500 Other	79,969.00
15900 xAccumulated Depreciation	-5,367.87
<b>Total 15000 Fixed Assets</b>	<b>767,868.84</b>
<b>Total Fixed Assets</b>	<b>\$767,868.84</b>
<b>TOTAL ASSETS</b>	<b>\$879,336.94</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21100 Payroll Tax Liabilities	
21105 Accr Soc Sec Tax W/H	0.00
21110 Accr Medicare Tax W/H	0.00
21115 Accr State Inc Tax W/H	0.00
21117 Accr Fed Inc Tax W/H	0.00
<b>Total 21100 Payroll Tax Liabilities</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>

# North Georgia Walk to Emmaus, Inc.

## Balance Sheet

As of June 30, 2023

	TOTAL
<b>Total Liabilities</b>	<b>\$0.00</b>
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	-26,244.58
<b>Total Equity</b>	<b>\$879,336.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$879,336.94</b>