

## DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT JULY 2020

The DCO Committee met on its regular 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays this past month. The Committee also hosted a special meeting on Tuesday, July 27<sup>th</sup> to discuss new inventory accounting procedures.

The committee continued to monitor inventory and perform general office operations oversight. The committee also communicated via its channel on Slack and via email.

The items worked on since the last monthly Board Teleconference are:

1. Reviewed and approved the monthly inventory statistics, reviewed orders, and inventory movements by the office. It was noted we need to replenish Amazon CA. *Action Item 1:* The Committee approved the office replenishment recommendation. – **Completed**
2. The committee reviewed and approved the office's request to purchase to print 15,000 YWB. A motion was sent to the board Exec Committee and the Exec Committee approved the motion. – **Completed**
3. The committee sent a motion to the board to print YWB in the German language to be sold on Amazon Europe. The board adopted the motion. – **Completed**
4. The WSO inventory management project wrap up meeting was held with O&S Accountants. They handed over the rollforward inventory a deliverable of best practices/internal control documents to maintain our inventory tracking so we are in good shape moving forward with adding/removing SKUs, matching quantities, etc. – **In Process**
5. The committee spent time discussing the South African Intergroup literature shipment. A recommendation was adopted and sent to the board for approval. - **Completed**
6. The committee with the office staff reviewed and approved the removal of inactive SKUs on Amazon UK sales platform. – **Completed**
7. The committee met with the office staff and O&S Accountants on Tuesday, July 27<sup>th</sup> at 3pm with office staff and O&S Accountants to discuss the preliminary procedures needed to maintain the inventory accurately. More detailed procedures will be developed in the coming weeks as they are refined to suit the WSO need. – **Completed**
8. Temp bookkeeper training update - The bookkeeping work will be done by Lucia during Gloria's absence. Several Zoom training sessions have been held with Gloria and Lucia for Quickbooks and sales platform tasks. The office was trained separately by Gloria on the incoming mail pertaining to handling invoices and making 7<sup>th</sup> Tradition Contribution deposits. Gloria is officially on leave as of Aug 6<sup>th</sup>. – **Completed**
9. The Sales Tax project continues to move forward. We are collecting and remitting sales taxes in 25 states, have enrolled 24 states in autofile saving countless hours of the accountant's time manually filing the returns, and have identified 25 states where no tax liability exists currently. We are down to just one state to begin collecting taxes on and a handful of states with open items remaining to be

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completed in this project. – **In Process**

10. The committee reviewed and unanimously endorsed the proposed credit card monthly reporting form put forward by the Finance Committee. – **Completed**
  
11. The Mid-Year Budget was discussed in committee at the 7/27/20 meeting as it related to the office. Nick C. the Operations Manager listed a few items he would like to add to the budget. The committee requested he do a written list of the items and send to the committee as soon as possible to submit for the adjusted budget. – **In Process**

In service for the committee,

Bill D., Chair

Rich R., Vice Chair

Jim B., Board Secretary

Lucia S., Finance Vice Chair

Carol G., Member at Large