

FINANCE COMMITTEE REPORT – JULY 2021

During the month of July, the members of the Finance Committee met four times and worked on the following projects and tasks:

1. The Committee was joined by O&S to review the financials for June. The financials were accepted by the committee and the treasurer posted them to the [acawso.org website](http://acawso.org) along with a written Treasurer's Report. – **Completed.**
2. Members of the Finance Committee are assisting the Publishing Committee with deciding how to structure the printing contracts of the Loving Parent Guidebook. This is the beginning of many more printing opportunities that we need to handle correctly from a business and tax point of view. It appears that a Tax Advisory firm is needed to help us structure transactions and contracts as well as establishing a method of charging, recovering, and remitting the taxes, and filing the VAT returns. Members of the Fin Committee have been reaching out to Tax Advisory firms to gather information, as well as to find a firm that we would like to work with. Here are some of the issues:
 - What is the tax exposure of printing and selling books from Estonia to the EU? Or printing and selling from the UK to the EU?
 - If we are collecting Royalty payments, what is our tax exposure?
 - We need to create an automated system for the calculation and filing, as we have with our US Sales tax process.
 - We need to include our Shopify sales to foreign countries in our tax compliance plan. As of July 1, there was a change in the laws.We will be receiving quotes from Tax Advisory and Tax Preparatory firms to discuss as a committee so we will be able to make a recommendation to the Board. – **In Process.**
3. The Finance Committee has drafted a Motion to create a "Planned Giving" option to the new 7th Traditions page. This was presented to the Board and approved. Next steps are to meet with the IT Chair and create the page, as well as determine how we would maintain that data base and communicate with potential donors –**In Process.**
4. There was a request at the 6/24 Board Meeting to draft 3 new motions to update/replace a previous motion voted on by the Fin Committee regarding raising or removing the Limits of Bequests. These motions will be brought up at the next Board Meeting. – **Completed.**
5. It has been noted that perhaps the wording in the OPPM Expenditure Approvals may not be clear in some areas. The Committee has put forth recommended language changes and definitions in a document that will be presented to the OPPM committee for review. – **In Process.**
6. Legal documents, bank accounts, credit cards, state filing registrations, etc, need to be updated to the name of the new Treasurer. The committee helped to compile a list and will assist in this transition to whatever extent is required. – **In Process.**
7. During the ABC, a Floor Motion was introduced and was not discussed because the fellowship determined it was not time sensitive. The Motion was to approve a suggested allocation for a meeting's surplus funds to be 60% to local IG, 30% to WSO, and 10% to the Region. In a recent meeting, the Board asked that the motion be brought back to the Finance Committee to see if we supported the original percentages or wish to review further – **In Process.**
8. The Committee is looking to improve the sales tax calculation process in Shopify, to rectify some errors identified in Tennessee sales, and to better understand minor discrepancies between Shopify and TaxJar for

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California sales tax calculations. - **In Process.**

9. Other business to be added to Finance Committee agenda and projects, as priorities unfold:

- Updated Banking Procedures. Requested by members of the fellowship for written guidance on how to use banks, Venmo, and PayPal to collect and account for 7th Tradition Contributions for their local meetings. This may entail drafting a new brochure or updating the current banking practices brochure, addressing the new technology.
- Prudent Reserve. The committee discussed restarting the Prudent Reserve project. We have looked up comparative information for other fellowships' prudent reserves and need to determine what is reasonable and appropriate for WSO.
- Accounting Manual. Evaluate, update, and compile, as necessary.

Anyone with finance, bookkeeping, or an interest in learning more about the Finance Committee is welcome to contact me about joining. You do not have to be a CPA or even accounting professional to participate. Please email me at treasurer@adultchildren.org or send a message on Slack.

In service,

Justine F., PA - Chair

Lucia S., FL - Vice Chair

Bill D., FL - Member at large

Carol G., CA - Member at large

John Z., FL – Member at large