

FINANCE COMMITTEE REPORT – APRIL 2022

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

1. The Committee was joined by O&S to review the financials for March. 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. The committee recommended changes to the OPPM regarding our bill payment and approval procedures, from both audit and efficiency standpoints. We reviewed the OPPM for improvement in clarity of the language in the development of better business practices. The committee crafted 2 motions, one regarding the modification of some procedures and raising thresholds, and another regarding banking signatories. The Board approved the recommendations and will submit to the OPPM committee for changes to the OPPM. – **Completed.**
3. Effective June 30th, the state of California requires all businesses with 5 or more employees to offer some type of retirement benefit plan. The committee has done an evaluation on several types of plans based on the benefit it will have to our employees, cost of the benefits, and cost of administration. The Finance Committee agreed that the ADP Simple IRA would be our best option. The Board requested one recommendation from the committee, including information on the maximum costs to WSO. The Committee drafted a motion to the Board. – **Completed.**
4. The cost to produce printed literature has increased, as our suppliers are experiencing increased costs of materials and labor. The increase for publications is between 20% -89%. WSO overhead to store and maintain inventory has increased. To offset these increases, we need to increase selling prices on printed literature. The Committee performed several analyses on the effect that increases would have on the financial health of WSO. In addition, a survey was conducted in the March Traveler, with the majority of responses in favor of the increases.

The committee submitted its results to the board and proposed a motion to increase prices on WSO books by title. The board requested updates to this motion to address prices for dissimilar economies, and for Amazon Prices. – **Completed.**
5. As WSO has grown, there is a need to upgrade our current General Ledger system, as well as implement an Inventory Management system. The Finance Committee, together with the IT Chair and our outside CPA firm, is researching and vetting various viable software options. Committee members are engaged in additional meetings to review software demos and continue to discuss and evaluate what would work for WSO's needs now, and long term. –**In Process.**
6. The Finance Committee has been working with the IT chair to update the 7th Tradition page to include a "Planned Giving" option, and a separate page for the International Literature Scholarship Fund. The Finance Committee is looking at improving the overall appearance of the page. The committee is talking about how we communicate with potential planned giving donors and maintain information in a data base. –**In Process.**
7. The committee is working on establishing Prudent Reserve Policies. Some of the matters addressed would include the purpose of the prudent reserve, the use of the funds, the appropriate amount needed, what circumstances would determine use of the funds – **In Process.**

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8. The committee is working on a 3-year Forecast as tool to project long term goals and forecast planning for the operations of organization. **-In Process.**

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

- Banking Rights. Board members and the GM are working on changing signors and rights in the banking function.
- Tax Advisory Firm. Assistance with tax matters for international transactions and business structure. We need 3 quotes to bring to the Board. In addition, the committee is evaluating WSO's compliance with VAT regulations for our overseas sales made through our website. We are looking into a means of including our Shopify sales into the Amazon reporting process and discussing some options with our outside CPA firm.
- Accounting Manual. Evaluate, update, and compile, as necessary. An item not previously addressed, would be a narrative regarding written procedures for processing orders that are paid by members mailing in cash or checks.

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@adulthood.org or send a message on Slack.

In service,

Fredrik H., Sweden - Chair
Lucia S., FL - Vice Chair
Bill D., CA – General Manager
Brad H., OK – Board Trustee