

San Francisco and Marin Intergroup Meeting - Agenda

Wednesday, December 7, 2022, 7-8:30 PM

Intergroup coordinates services which individual groups in San Francisco and Marin cannot provide. We bring these services, as well as service opportunities, to our Member Groups. Our Intergroup observes the intent and spirit of A.A.'s Twelve Traditions and Twelve Concepts for World Service, as well as A.A.'s Three Legacies of Recovery, Unity, and Service.

7:00 Getting Started

1. Open with the Serenity Prayer
2. Call to order. Statement of Purpose
3. Review the minutes and agenda
4. Roll Call
5. New IGRs, Visitors, AA Anniversaries
6. Approval of agenda (*housekeeping item*)
7. Approval of last month's Intergroup Meeting minutes (*housekeeping item*)

7:15 Officer Reports

1. Board Chair
2. Treasurer
3. Executive Director
 - a. Bookkeeper volunteer commitment

7:25 Intergroup Committee Reports (up to 2 minutes/report)

7:35 Service Committee Liaison Reports (up to 2 minutes/report)

7:45 Old Business

- 2023 Budget (voting)

8:10 New Business

- Tech Presentation (Andrew S.)

8:20 What's On Your Mind

8:30 Targeted Message

1. Thank you for your support of San Francisco and Marin Intergroup. Please remember to send in **Gratitude Month** contributions before the end of the year. And help us reach our goal of **350 Faithful Fivers** - we are so close! To sign-up visit, aasfmarin.org/contributions. Your additional contributions support important 12th Step services, including running Central Office, selling A.A. literature, publishing the meeting schedule and our website.
2. **Be of service** to San Francisco and Marin Intergroup - reach out to aa@aasfmarin.org for details. We are looking to fill the following volunteer positions:
 - a. Co-Webmaster
 - b. Bookkeeper
3. Support our **Intergroup service committees** - check out our calendar on aasfmarin.org to see when the committees meet and anyone can participate.

Adjourn with the Responsibility Statement

Intergroup Information

1. **Next Intergroup Meeting** is Wednesday, January 4, 2023. Our monthly meeting will continue to be held online per local guidelines from the health department until further notice. Please email development@aasfmarin.org with any questions.
2. **Intergroup Newcomers:** If you are here for the first time tonight, we welcome you and we appreciate your presence and your participation.
3. **Intergroup Voting:** Only elected Intergroup Representatives (IGR) or Alternate Intergroup Representatives (AIGR) vote. An elected Intergroup Representative may vote after: a) having attended the Intergroup orientation and b) having attended a previous Intergroup meeting as an elected representative. An elected Alternate Intergroup Representative may vote at the first meeting attended. Time of term and method of selection of both IGR and AIGR is determined by individual Member Groups.
4. **Registration Sheet:** If you are an elected Intergroup Rep (IGR), please be sure to fill out the registration sheet. If you are visiting, please do not fill out the registration sheet!
5. **Meeting Absences:** Any Member Group who has not sent a representative for three (3) consecutive meetings will be considered "inactive" for purposes of voting and determining a quorum.
6. **Procedures for Intergroup Agenda** (i.e. how to get things going)
 - a. Intergroup Committee Chairs and Intergroup Reps may suggest that an item or topic be placed on the monthly Intergroup agenda by contacting the Executive Director or the Board Chairperson by email at least two (2) weeks prior to the monthly Intergroup meeting.
 - b. A proposed agenda item should be able to be stated as a single simple declarative proposition (e.g. "Intergroup Reps should be required to wear tennis shoes to Intergroup meetings").
 - c. The first time that a proposed item or topic is placed on the Intergroup agenda it shall be placed on the "New Business" calendar as a discussion only item (i.e. as opposed to a "voting item")
 - d. Thereafter, an item or topic which is placed on the agenda for a second time shall be placed on the "Old Business" calendar as either a discussion only item, or, if the issue is deemed ripe for a vote, as a voting item.
 - e. (The exception to this limitation (i.e. that an item not be on the agenda as a voting item until after it has at least once been on the agenda as a discussion only item) is where the item is determined by the Board Chairperson to be an "Urgent Matter")
 - f. Discussion of an agenda item shall not be unlimited, and shall be monitored by the Board Chairperson as to the allotted time to be afforded to any single individual to express an opinion or provide information on the item.
 - g. When the matter is on the agenda as a "voting item" the item will pass on a simple majority (i.e. 50% +1) if it is a minor matter (including, where applicable, the expenditure of only a nominal amount of money); but, that all other matters shall be passed only by substantial unanimity - a 2/3 majority, especially where policy or precedent are being established, or an appreciable amount of money is to be spent, or, where the issue has been the subject of considerable controversy (i.e. lots of "loving discussion").
 - h. In 2018 we adopted use of a Consensus Model for decision making. This model is a way of reaching agreement between all members of a group. Instead of simply voting for an item and having the majority of the group getting their way, a consensus group is committed to finding solutions that everyone actively supports - or at least can live with. This makes sure that all opinions, ideas and concerns are taken into account. By listening closely to each other, we aim to come up with proposals that work for everyone, by weaving together everyone's best ideas and most important concerns - a process that often results in surprising and creative solutions, inspiring both the individual and the group as a whole.



Intercounty Fellowship of Alcoholics Anonymous

serving San Francisco and Marin Counties

San Francisco and Marin Intergroup Meeting - Proposed Minutes

Wednesday, November 2, 2022, 7-8:30 PM

Intergroup coordinates services which individual groups in San Francisco and Marin cannot provide. We bring these services, as well as service opportunities, to our Member Groups. Our Intergroup observes the intent and spirit of A.A.'s Twelve Traditions and Twelve Concepts for World Service, as well as A.A.'s Three Legacies of Recovery, Unity, and Service.

7:00 Getting Started

1. Open with the Serenity Prayer
 - a. Claire, IGR for Wake Up On 3rd Street filled in to take minutes.
2. Call to order. Statement of Purpose
3. Review the minutes and agenda
4. Roll Call
 - a. 43 groups represented: 31 from San Francisco, 12 from Marin

Marin Groups				
Attitude Adjustment 7am Zoom	Quitting Time	Came to Believe	High Noon Zoom	Sun Night Castro Speaker Discussion
Awareness/Acceptance	Rise N Shine	Castro Monday Night Big Book	Hilldwellers	Sunday Sunrise
Corte Madera Saturday Candlelight	Serendipity (in the garden)	Castro Sober Sisters	Join the Tribe	Surf
Friday Night Book	Sisters In Sobriety	Cocanuts	Pax West	There is a Solution
Intimate Feelings	San Francisco Groups	Cow Hollow Young People	Reality Farm	Too Early
Marin Young People	A Way Out	Each Day a New Beginning M-F	Say Hey Tuesday	Valencia Smokefree
Monday Nooners	Any Lengths	Each Day a New Beginning - Virtual	Serenity Seekers	Wake Up on Third Street
Not a Glum Lot	Bernal New Day	Friendly Circle	Sesame Step	West Portal
	Blue Book Special	Girls Gone Mild	Sometimes Slowly	Women's Kitchen Table

5. New IGRs, Visitors, AA Anniversaries
 - a. New IGRs: Anke S., from Sober Sisters, Keara R., 10:30 from Awareness Acceptance, and Mary W., 2nd business meeting mtg - A Way Out (virtual)
 - b. Visitors Jackie B. & Kim S. from SF Archives
 - c. AA Anniversaries: Jennifer K. (25 years, Intimate Feelings) & Amanda B. (4 years, from There is a Solution)
6. Approval of agenda (*housekeeping item*):
 - a. Approved
7. Approval of last month's Intergroup Meeting minutes (*housekeeping item*):
 - a. Approved

7:15 Officer Reports

1. Board Chair - Nikki, in Charlie's absence
 - a. Thank you for attendees and organizers of SF and Marin Unity Days
2. Treasurer - Jim: Better than last year, but still striving for budget.
 - a. Revenue:
 - i. Total revenue was \$263,000, 8% under budget but 13% ahead of last year
 - ii. Increases in both individual and group contributions: \$6,500 over August
 - iii. September numbers are up over August (individual contributions up).
 - b. Expenses:
 - i. Total expenses \$288,000, 6% under budget and 23% ahead of prior year
 - ii. Expenses exceeded revenue, but that was expected (inflation and other speculative factors).

- c. Deficit and Rating:
 - i. Budgeted deficit of \$25,000, however actual deficit is currently at \$26,000
 - ii. Losses are taking their toll on liquidity but the decline in cash is slowing as revenues improve with good expense management.
 - iii. Central Office has had excellent cash management.
 - iv. We are financing our loss against our unrestricted cash (the money above our prudent reserve).
 - v. Rating = Fair
- d. Faithful Fivers:
 - i. 303 Faithful Fivers - donated \$4,134 (which is up \$90)
 - ii. The average Faithful Fiver contribution is \$13.64
 - iii. Our 2022 goal of 350 Faithful Fivers by year end can happen if we get the word out. Go to aasfmarin.org and click on "contribute" [Group, Individual, Gratitude Month, and Faithful Fiver]. The website is an excellent source for all the methods available to contribute.
- e. Take-home message: Continue to get the message out about individual, group contributions, Faithful Fivers, and Gratitude Month.
- 3. Executive Director - Christina
 - a. Intergroup has drafted a statement that can be shared with your group's regarding our deficit. A little blurb/elevator pitch is included.
 - b. Open service positions:
 - i. Co-Webmaster (requires previous web admin experience)
 - ii. Central Office volunteers (1x yr sobriety requirement)
 - iii. Tech Committee volunteers (people are stepping up - trying to improve IT at CO).

7:23 Intergroup Committee Reports - (Note - Intergroup Committee Reports accidentally began after the Officer Reports)

- SF Public Relations: Peter M - Discussing future of committee; working out issues with websites; need support; performed last Sunday Streets; participated in Unity Day
- SF Archives: Kim - Participated in Unity Day; only 2-3 members; NEEDS to rotate - do not need to be an IGR to participate
- Sunshine Club - held orientation with 1 participant in attendance; Holding another; Kate K stepped down as Marin Co-Chair; Looking for new Co-Chair, preferably from Marin
 - Held Quarterly Business meeting - main topic was how to replace Kate.

7:30 Old Business

- Motion to create an Ad-Hoc Outreach Committee with representation from both San Francisco and Marin. (voting)
 - Discussion:
 - Alison T. described the need for clarity around what Intergroup is and what we do. This Ad-Hoc Outreach Committee would help with that, and also hopefully encourage more members to get involved with service.
 - Question regarding how outreach will happen. Response: the committee will decide ideas first before we begin the outreach. Anyone is encouraged to join this Ad-Hoc Committee. Please reach out to christina@aasfmarin.org if you are interested.
 - Suggest we consider a change in the Intergroup meeting format for better IGR participation
 - Reminder that the purpose of the committee is to develop and discuss ways to create a program to facilitate the outreach efforts.
 - An IGR created a 2- pager document for his homegroup that might be relevant to share.

- Motion Approved
- Motion to refer to “Intercounty Fellowship of Alcoholics Anonymous” going forward as “San Francisco and Marin Intergroup.” (voting)
 - Discussion:
 - Judy W. described all the different ways people refer to Intergroup. This will help us become more consistent.
 - Suggestion to call ourselves Intergroup because we are all Intergroup Reps!
 - Sensible to use the name of the city, and to be consistent. The communication survey indicated that one name might really help our members know and understand who we serve. Suggestion that the Intergroup Board create a 5-year plan.
 - Question re: the colloquialism, and what we call it for short
 - In writing likely “San Francisco and Marin Intergroup” at first, and then “Intergroup” after.
- Motion Approved.

(7:50) New Business

- 2023 Budget Presentation (Discussion) - Jim
 - In preparing the 2023 budget we analyzed 2018-2022 actuals, forecast, budget, and trends by line
 - The 2023 draft budget includes aggressive revenue numbers however we are budgeting for a \$16.6K deficit. In this budget, liquidity is preserved without eliminating services.
 - The revenues need to return to pre-pandemic in order to maintain our prudent reserve.
 - Budgeted revenues for 2023, require that group contributions and bookstore sales are near pre-pandemic levels. It also assumes that fellowship contributions continue and there is a slight uptick in individual contributions from 2022. It is an aggressive budget overall with contributions.
 - The budgeted 2023 expenses are correlated with revenues to a lesser extent and we were not as aggressive with expense estimates as we were in 2022.
 - In 2022 we projected a deficit of \$32,800 which is sustainable for this year, however improvements are necessary to sustain Intergroup’s services.
 - The 2023 draft budget projects that our prudent reserve will be maintained.
 - Discussion:
 - Contributions need to go up
 - Marty - Consider being aggressive in getting word out that contributions are down and people should consider donating \$2 in the basket. Also that it is Gratitude Month
 - Shared the [letter from Intergroup](#) regarding the deficit
 - Question if there are gaps in contributions - from in-person to online meetings?
 - Important to recognize the services that Intergroup provides and the letter is not a cash call; When talking about the need, really lead with the services IG provides (that’s the real need) - very crucial;
 - Suggestion to increase the suggested 7th Tradition contribution percentages on IG’s website.
 - Reminder that the majority should be going to Central Office; Reminder about the 7th Tradition workshop that Area is hosting on Saturday, November 12 from 10am to 12 pm online.

- Question if the cost of hiring an accountant was included in the 2023 budget? Response: no, the Board determined we are not able to hire someone at this point
- Tech Presentation - Andrew
 - Presentation tabled until next month

8:23 pm Liaison Committee Reports

- MCYPAA - Kaitlin
 - Holding a MCYPAA logo contest and will be voting on it this Sunday at the business meeting.
- SF General Service - Alison
 - Elections are happening at the district level and the Fall election assembly in Vacaville
- SF H&I - Chad
 - Next business meeting is November 19 at 10 am - their meetings are bi-monthly
 - Orientation is also on 11/19 at 11 am
 - They need volunteers!
- Marin General Service - Andrew (filling in for Molly)
 - Elections are November 21. Panel 71 is rolling out and Panel 73 is rolling in. Also, GSO will be selling a jacketless Big Book - which will help with the literature delays and supply chain issues

What's On Your Mind

Did not get to tonight.

8:30 Targeted Message

- Intergroup is currently experiencing a budget deficit. Please read and share [this letter](#) at A.A. meetings you attend - as we depend on you to ensure we are here tomorrow for the alcoholic who still suffers.
- Get involved with service by joining an Intergroup service committee. Check out our calendar at aasfmarin.org to see when the committees meet and anyone can participate.
- Remember **Gratitude Month** is in November and it's a time to express your gratitude for your sobriety. These additional contributions support A.A. service entities so talk to your groups now to get ready for Gratitude Month!

Next Intergroup Meeting: December 7 online

Adjourn with the Responsibility Statement

Meeting was adjourned at 8:30pm.



Intercounty Fellowship of Alcoholics Anonymous

serving San Francisco and Marin Counties

October 25, 2022 Intergroup Board Meeting Minutes

Present: Charlie, Christina, Chip, Elena, Chip, Isae, Judith, Nikki, Gloria, Paul, Jim, and Andrew

Meeting called to order by Chair at 6:30

- Check-ins
- Review/Approve Agenda
 - Approved with no changes
- Review/Approve Minutes
 - Changes: None
 - Approved with no changes

Board Reports

- Chair
 - At the November board meeting, we will consider moving the December board meeting date
- Executive Director
 - Shared Annual Goals and Objectives
 - Updated the document to reflect the following accomplishments:
 - Held two events, one in San Francisco and another in Marin and transferred the Marin and San Francisco phone lines to Central Office during business hours
 - Connecting with Oficina Central is a goal, to build relationships and will also help us keep our Spanish meetings updated. May need to hire a translator @\$75/hour
 - The “En Espanol” page on our website is from Oficina Central
 - There is a Spanish speaking forum on October 30 in South San Francisco from 8am - 4pm if anyone is able to attend
 - The CPA will start processing our non-profit annual information returns and November 15 is the deadline.
 - Upcoming office closures: Veterans Day, Thanksgiving and the Friday after Thanksgiving (Central Office will not be answering phone lines)
- Treasurer:
 - Financial Statements YTD Sept 30, 2022
 - Revenues \$242,000 -\$21,000 under budget
 - Expenses \$238,000 -\$19,000 under budget
 - Deficit -\$26,000 budgeted -\$25,000
 - Cash \$29,000 1 month = Fair

- Total Revenue went up \$6,500 in August
- Group contributions up in September
 - This trend was seen in prior years, and thus factored into the 2022 forecast and 2023 plan

Board Committee Reports

- Executive:
 - n/a
- Development:
 - Developed Board agenda
- Finance:
 - 2023 Budget Presentation
 - Revenues need to reach pre-pandemic levels to maintain expenses
 - If we operate with a loss of \$16,600, we will be in the “poor” rating, but will not have to dip into the prudent reserve
 - May want to consider capping outside contractors/vendors expenses next year, especially because they might have to increase their costs
 - Rent is our second biggest expense (and there is a lot of available office space)
 - Important that we convey a message that we need to increase our revenue and to be realistic about the danger if we don’t get an “uptick”. Important to be mindful that it is not a call for cash
- Governance:
 - Evaluating Committee Chair terms of service and the elections at Intergroup for committee chairs. Will present later.
- Operations:
 - Internet Options at Central Office - reached out to the landlord to see if we could have access to the roof for an internet antenna for Google Fiber Webpass
 - Updated the Operations Committee Purpose & Scope document
 - Wheelchair Lift options - Christina will file a preliminary order with the state so the agency can come out for an evaluation
 - Discussion on Sexual Harassment Training - This is a key initiative. An annual training for harassment would be a good preventive measure
 - And a Central Office volunteer with HR experience is reviewing the employee handbook.

Board Liaison Reports

- Assigned attendance to service entities and Intergroup committees
- Communications Committee
 - Committee is supporting development of an Annual Report and also working on website fixes.
 - *The Point* and *The Buzz* are working great.
 - The Committee will work on the following tasks: elevator pitch for what Intergroup is and what we do, developing an organizational chart, and a letter to the fellowship for Gratitude Month
- Fellowship Committee
 - There are members interested in joining the committee

Old Business

- 2023 Budget
 - Unanimously approved
- Inventory Question 4
 - This will be moved to the January Intergroup meeting in light of 2023 budget discussions
- Should Intergroup hire an accountant?
 - At this moment, Intergroup cannot afford an accountant. Instead we could look for support from a part-time volunteer with book-keeping experience as well as support for adding someone on the finance committee (there is precedent)
 - Finance Committee to draft a job description
- Board Intergroup committee liaisons
 - A board member will be assigned to assist a specific committee. It will create continuity and help open up the committee channels to the board. Alternatively, have a 1:1 with committee chairs if you can't make it to the meeting
 - At this moment, prioritize Intergroup-supported Service Committees

New Business

- Andrew presented on the NAATW retreat from Washington
- Reviewed the draft letter to groups re: Intergroup deficit
 - Important to keep the letter brief and to the point
 - Discussion about in-person and online meetings
 - Once final, we will add this to the website's alert bar as we want secretary's and Intergroup Reps to read it at their meetings
- Recommendations for Committee Chairs' length of service and Intergroup election process
 - Tabled until next meeting
- Communications Committee
 - Tabled until next meeting
- Volunteer appreciation dinner for Marin and SF Teleservice committees
 - Host it at Central Office; Christina and Charlie to work on this
- Accessibilities update (and proposal from SF District 10 Chair)
 - Tabled until next meeting
- Motion to start the board meeting at 6pm
 - Rather than starting earlier, idea to use Slack more for asynchronous discussion
- Increase prices on literature and medallions at Central Office
 - Tabled until next meeting
- Central Office lease
 - Try to get a rental reduction first; Operations will work on a plan to reach out to the landlord

- Intergroup/IGR description (Chip G)
 - Tabled until next meeting

Meeting Adjourned at 8:54 pm



Intercounty Fellowship of Alcoholics Anonymous

serving San Francisco and Marin Counties

December 2022 Intergroup Meeting Treasurer's Narrative

Year to Date Ended

October 31, 2022

REVENUES:

Though total revenues are still \$20K or 7% under budget year to date, group contributions slightly exceed budget when factoring in fellowship contributions (Sobriety by the Bay / Marin Teleservice) and surpassed the prior year by 5%. Individual contributions have decreased by \$13K marking the continuing transition back to in person meetings. Bookstore sales were right on budget and 51% ahead of prior year due to post pandemic increase in foot traffic.

EXPENSES:

Expenses year to date are also under budget by 7% congruent with revenues. A rent increase in November was deferred possibly helping us end the year slightly better but the next two months will tell. We will likely end the year within budget overall, but they will likely still exceed revenues. As discussed during the budgeting process, an increase in revenues back to pre-pandemic levels will need to happen to cover increased expenses due to inflationary pressures. An audit of expenses by vendor revealed costs increasing across the board.

NET DEFICIT:

IFAA is currently experiencing a year to date loss of \$25K a slight improvement over last month and ahead of budget by \$2K. Gratitude month, and end of year contributions will improve our outlook but to what extent is still uncertain. It is likely we will end the year with a loss close to budget and well in excess of prior year. Also discussed during the budgeting process, this was largely anticipated and sustainable for 2022, but not in 2023 without restructuring.

LIQUIDITY RESERVE:

Unrestricted cash in addition to our 6-month prudent reserve increased slightly in October due to a slightly profitable October. Liquid reserves ended the period at 1.4 months or "Fair to Good" up from "Fair" in September. We are still in a solvent cash position, and will likely still be at year end but if the trend continues, our liquidity will be depleted necessitating access to our prudent reserve in 2023.

Intercounty Fellowship of AA
Budget vs. Actuals: 2022 Annual Budget - FY22 P&L
January - October, 2022

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total		
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Over Under Budget
Revenue													
Bookstore Sales	\$ 3,460.08	\$ 4,105.56	\$ 5,178.59	\$ 4,741.20	\$ 3,895.21	\$ 5,382.80	\$ 4,435.67	\$ 5,519.14	\$ 3,419.34	\$ 5,324.20	\$ 45,461.79	\$ 45,016.70	\$ 445.09
Total Fellowship	\$ 9,330.00	\$ 63.00	\$ 40.00	\$ 29.00	\$ 2,000.00	\$ 2,261.00	\$ 26.00	\$ 1.00	\$ 0.00	\$ 0.00	\$ 13,750.00	\$ 916.70	\$ 12,833.30
Total Group	\$ 27,721.34	\$ 13,692.76	\$ 9,664.93	\$ 13,307.86	\$ 12,766.13	\$ 12,300.67	\$ 13,898.02	\$ 11,326.74	\$ 18,942.37	\$ 13,783.33	\$ 147,404.15	\$ 159,583.40	\$ -12,179.25
Total Individual	\$ 7,130.66	\$ 5,524.00	\$ 5,639.07	\$ 8,148.00	\$ 5,740.00	\$ 6,238.60	\$ 5,188.00	\$ 5,193.00	\$ 6,114.00	\$ 10,281.00	\$ 65,196.33	\$ 86,750.00	\$ -21,553.67
Total Revenue	\$ 47,642.08	\$ 23,385.32	\$ 20,522.59	\$ 26,226.06	\$ 24,401.34	\$ 26,183.07	\$ 23,547.69	\$ 22,039.88	\$ 28,475.71	\$ 29,388.53	\$ 271,812.27	\$ 292,266.80	\$ -20,454.53
Cost of Goods Sold	\$ 2,821.83	\$ 3,003.93	\$ 3,920.27	\$ 3,921.60	\$ 3,452.84	\$ 4,123.87	\$ 3,564.78	\$ 4,796.67	\$ 2,683.80	\$ 4,150.44	\$ 36,440.03	\$ 37,125.00	\$ -684.97
Gross Profit	\$ 44,820.25	\$ 20,381.39	\$ 16,602.32	\$ 22,304.46	\$ 20,948.50	\$ 22,059.20	\$ 19,982.91	\$ 17,243.21	\$ 25,791.91	\$ 25,238.09	\$ 235,372.24	\$ 255,141.80	\$ -19,769.56
Expenditures													
Employee	\$ 16,962.01	\$ 16,015.46	\$ 17,577.45	\$ 18,025.11	\$ 18,025.11	\$ 18,114.94	\$ 18,262.74	\$ 19,970.83	\$ 18,556.75	\$ 18,558.76	\$ 180,069.16	\$ 180,800.00	\$ -730.84
Intergroup	\$ 37.29	\$ 146.45	\$ 210.15	\$ 580.19	\$ 920.99	\$ 284.93	\$ 206.64	\$ -204.30	\$ 993.44	\$ -806.40	\$ 2,369.38	\$ 9,967.00	\$ -7,597.62
Operational	\$ 5,378.10	\$ 1,626.89	\$ 9,801.53	\$ 6,153.67	\$ 5,623.66	\$ 5,965.93	\$ 6,580.57	\$ 5,369.87	\$ 5,415.48	\$ 6,248.49	\$ 58,164.19	\$ 69,274.30	\$ -11,110.11
General Administrative	\$ 5,601.00	\$ 5,500.00	\$ 260.00	\$ 1,905.33	\$ 310.36	\$ 4.86	\$ 7,119.40	\$ 209.84	\$ 0.53	\$ 210.57	\$ 21,121.89	\$ 23,304.20	\$ -2,182.31
Total Expenditures	\$ 27,978.40	\$ 23,288.80	\$ 27,849.13	\$ 26,664.30	\$ 24,880.12	\$ 24,370.66	\$ 32,169.35	\$ 25,346.24	\$ 24,966.20	\$ 24,211.42	\$ 261,724.62	\$ 283,345.50	\$ -21,620.88
Net Operating Revenue	\$ 16,841.85	\$ -2,907.41	\$ -11,246.81	\$ -4,359.84	\$ -3,931.62	\$ -2,311.46	\$ -12,186.44	\$ -8,103.03	\$ 825.71	\$ 1,026.67	\$ -26,352.38	\$ -28,203.70	\$ 1,851.32
Total Other Revenue	\$ 225.52	\$ 101.23	\$ 201.36	\$ 51.30	\$ 101.34	\$ 151.30	\$ 51.34	\$ 101.34	\$ 51.30	\$ 1.34	\$ 1,037.37	\$ 833.30	\$ 204.07
Total Other Expenditures	\$ -33.05		\$ 28.20		\$ -52.44	\$ -24.37			\$ 0.26		\$ -81.40	\$ 0.00	\$ -81.40
Net Revenue	\$ 17,100.42	\$ -2,806.18	\$ -11,073.65	\$ -4,308.54	\$ -3,777.84	\$ -2,135.79	\$ -12,135.10	\$ -8,001.69	\$ 876.75	\$ 1,028.01	\$ -25,233.61	\$ -27,370.40	\$ 2,136.79

Tuesday, Nov 29, 2022 10:53:57 AM GMT-8 - Accrual Basis

INTERCOUNTY FELLOWSHIP OF AA
BALANCE SHEET
as of October 31, 2022

	31-Oct-22	30-Sep-22	\$ Change	31-Oct-21	\$ Change
ASSETS					
Current Assets					
Cash					
Unrestricted Cash	\$35,884	\$31,986	\$3,898	\$35,528	\$356
Restricted Cash (Prudent Reserve)	\$157,936	\$157,932	\$4	\$163,123	(\$5,187)
Total Cash	\$193,819	\$189,918	\$3,902	\$198,651	(\$4,831)
Accounts Receivable	\$0	\$0	\$0	\$0	\$0
Inventory - Bookstore	\$18,986	\$21,683	(\$2,697)	\$16,339	\$2,647
Total Current Assets	\$212,805	\$211,600	\$1,205	\$214,990	(\$2,185)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Deposits	\$6,698	\$6,698	\$0	\$6,698	\$0
TOTAL ASSETS	\$219,503	\$218,298	\$1,205	\$221,687	(\$2,185)
LIABILITIES & NET ASSETS					
Liabilities					
Accounts Payable	(\$69)	(\$69)	\$0	\$112	(\$181)
Payroll Liabilities	\$3,243	\$3,258	(\$15)	\$4,703	(\$1,460)
Sales Tax Payable	\$407	\$216	\$192	\$220	\$187
Advanced Sales	\$0	\$0	\$0	\$0	\$0
Total Liabilities	\$3,581	\$3,405	\$177	\$5,036	(\$1,455)
Net Assets					
Net Assets, Beginning of Year	\$241,155	\$241,155	\$0	\$227,927	\$13,228
Net Surplus/(Deficit), YTD	(\$25,234)	(\$26,262)	\$1,028	(\$11,276)	(\$13,958)
Total Net Assets	\$215,921	\$214,893	\$1,028	\$216,651	(\$730)
TOTAL LIABILITIES & NET ASSETS	\$219,503	\$218,298	\$1,205	\$221,687	(\$2,185)

San Francisco and Marin Intergroup

Bookkeeper Commitment Description

Nov 2022

The Bookkeeper assists with the application of generally accepted accounting procedures at San Francisco and Marin Intergroup. In general, they will:

- Assist with day-to-day bookkeeping, including accounts payable and deposits
- Help prepare bank reconciliation for all bank accounts
- Help prepare the monthly financial statements

The Bookkeeper is a volunteer commitment. Knowledge of QuickBooks is beneficial. Experience in financial accounting management is recommended. The Bookkeeper should be available to come to Central Office twice a month, at a minimum.

The Bookkeeper must own a personal computer and have regular access to the internet. The Bookkeeper commitment requires a minimum of 12 hours per month. The sobriety requirement for this position is 2+ years. The person should have completed working the 12 Steps and be familiar with the 12 Traditions and how to apply them in a service commitment.

For more information, aa@aasfmarin.org

Intercounty Fellowship of Alcoholics Anonymous 2023 Budget Presentation

November 2, 2022



Intercounty Fellowship of Alcoholics Anonymous
serving San Francisco and Marin Counties



What is a budget?

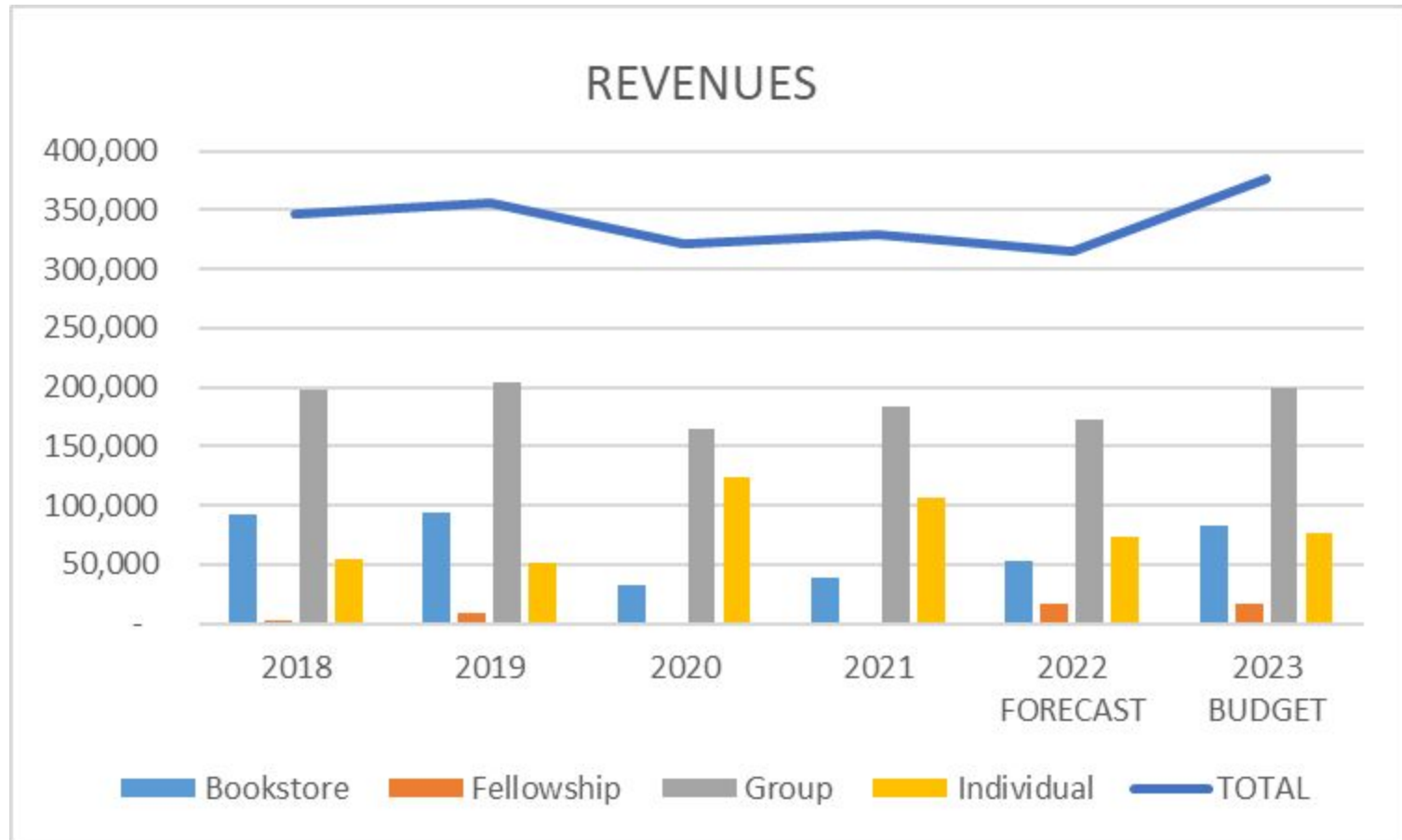
- www.investopedia.com “A budget is an estimation of revenue and expenses over a specified future period of time and is usually compiled and re-evaluated on a periodic basis”
- For our intergroup purpose, a budget ensures we can sustain our Central Office, Bookstore, Communications, Website, Databases, Intergroup Events, and Committee Expenses; and still maintain non-profit status
- We are not necessarily bound to the budget (see below)
- Contribution variances, unanticipated expenses, and extraordinary items (natural disasters, government mandates, hyperinflation) may require amendments based on group conscience
- Budgeted expenses are adjusted as appropriate



Methodology and Assumptions:

- Analyzed 2018 - 2022 actuals, forecast, budget, trends by line
- Original approach had the Intergroup at a massive loss eliminating operating cash and a third of prudent reserve in 2023
- Alternative approach necessary:
 - “*Revenues necessary to support the Intergroup*”
 - *2022: reasonable revenues vs increase in costs = Intergroup OK*
 - *2023: expected expenses vs revenues necessary to sustain the Intergroup without liquidating any prudent reserve*
- Aggressive revenue budget still at a \$16.6K deficit but liquidity preserved without eliminating services

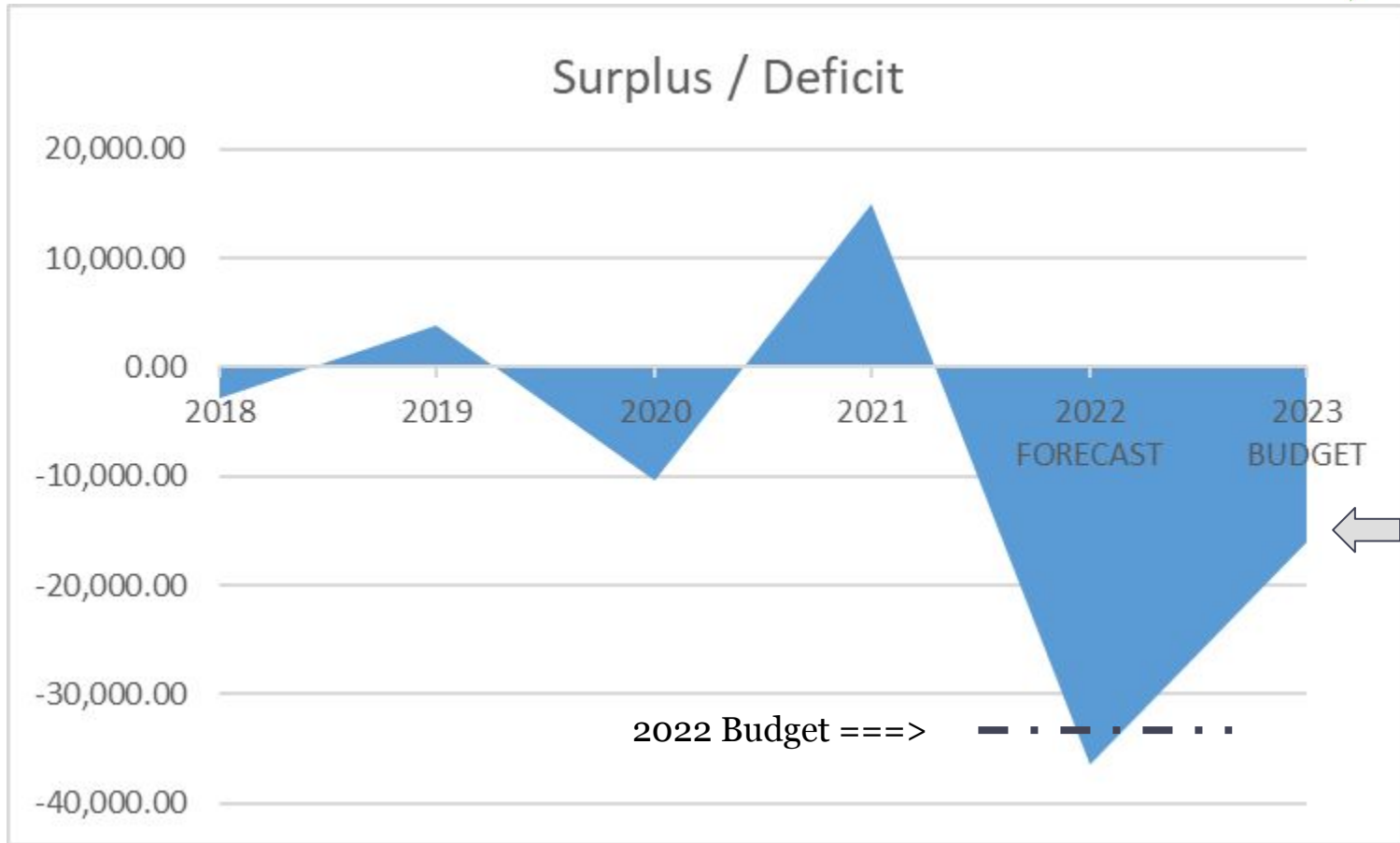
Budget intent is to maintain financial security at year end until post pandemic contribution revenues are better understood



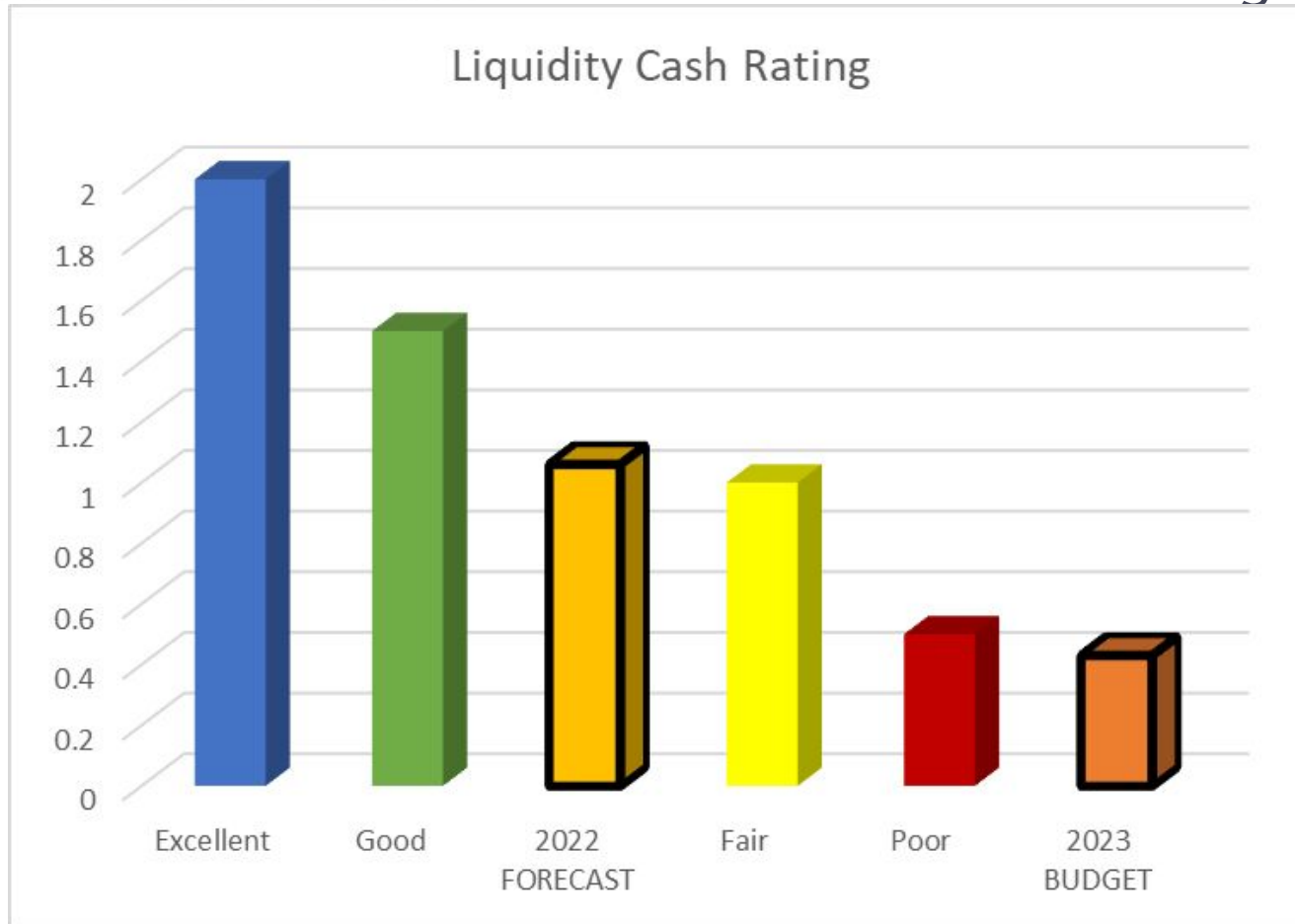
- **Group contributions and bookstore sales near pre-pandemic levels**
- **Assume fellowship contributions continue and slight uptick in individual contributions from 2022**
- **Aggressive budgeted overall contributions are evident in trendline**



- **Expenses correlated with revenues to a lesser extent**
- **Not as aggressive with expense estimates as prior year**



- Estimates indicate 2022 loss was *as predicted* at ~\$32.8K
- Loss sustainable for 2022 but improvement necessary to sustain services



- **2022 cash forecast at year end = \$28K or 1.1 month “Fair”**
- **2023 budgeted cash at year end = \$11.3K or .4 month “Poor”**
- **Prudent reserve is maintained**



Intercounty Fellowship of AA Summary Income Statements Budgets Actuals and Forecast 2018 - 2023							
	2018	2019	2020	2021	2022 Budget	2022 FORECAST	2023 BUDGET
Revenues							
Bookstore Sales	\$91,739.69	\$93,239.92	\$32,845.56	\$38,599.65	\$54,020.00	\$52,968.25	\$83,000.00
Group Contributions	\$197,235.45	\$203,389.75	\$165,021.71	\$183,571.09	\$191,500.00	\$171,878.45	\$200,000.00
Individual Contributions	\$54,783.95	\$51,506.63	\$123,663.33	\$106,736.83	\$104,100.00	\$73,813.73	\$77,000.00
Total Fellowship Contributions	\$2,182.00	\$8,727.00	\$542.20	\$0.00	\$1,100.00	\$16,666.67	\$17,000.00
Total Revenue	\$345,941.09	\$356,863.30	\$322,072.80	\$328,907.57	\$350,720.00	\$315,327.10	\$377,000.00
Book Cost and Processing Fees	\$73,105.88	\$72,537.14	\$27,917.76	\$31,266.00	\$44,549.92	\$39,474.04	\$66,225.00
Gross Profit	\$272,957.61	\$284,326.16	\$294,155.04	\$297,641.57	\$306,170.08	\$275,853.06	\$310,775.00
Expenditures							
Employee Expenses	\$183,183.16	\$191,376.76	\$197,186.95	\$194,135.26	\$216,960.00	\$212,331.82	\$224,156.77
Committee Expenses							
Archives Committee	\$1,679.62	\$1,621.67	\$0.22	\$0.00	\$4,210.00	\$0.00	\$1,860.00
Sunshine Club	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$251.00
The Buzz	\$0.00	\$0.00	\$0.00	\$428.89	\$950.00	\$737.33	\$1,080.00
Fellowship Committee	\$5,347.82	\$6,470.75	\$844.03	\$0.00	\$3,160.00	\$775.03	\$3,160.00
Intergroup Expenses	\$1,224.63	\$2,824.68	\$603.00	\$1,131.25	\$1,550.77	\$851.71	\$0.00
SF PI/CPC	\$875.88	\$892.29	\$133.94	\$0.00	\$750.00	\$499.23	\$1,000.00
Teleservice Committee		\$432.14	\$0.75	\$358.46	\$935.34	\$119.15	\$935.34
The Point	\$1,443.39	\$12.02	\$65.56	\$0.00	\$324.00	\$80.00	\$450.00
Travel (includes Access)	\$3,519.66					\$902.93	\$2,100.00
Total Committee Expenses	\$14,091.00	\$12,253.55	\$1,647.50	\$1,918.60	\$11,960.11	\$3,965.37	\$10,836.34
Operating Expenses (Office, Utilities)	\$75,380.04	\$75,494.72	\$82,081.35	\$73,269.27	\$83,128.50	\$69,473.48	\$79,310.00
General Administrative Expenses	\$2,148.10	\$4,174.92	\$24,538.74	\$22,395.89	\$27,965.00	\$27,881.05	\$14,052.00
Total Expenditures	\$274,802.30	\$283,299.95	\$305,565.40	\$291,719.02	\$340,013.61	\$313,651.73	\$328,355.11
Net Operating Revenue	(\$1,844.69)	\$1,026.21	(\$11,410.36)	\$5,922.55	(\$33,843.53)	(\$37,798.67)	(\$17,580.11)
Other Revenue (Insurance Contributions)	\$3,494.44	\$6,425.23	\$3,660.38	\$9,071.17	\$1,000.00	\$1,312.97	\$1,000.00
Net Revenue (Deficit)	(\$2,873.57)	\$3,821.19	(\$10,457.82)	\$14,993.72	(\$32,843.53)	(\$36,485.69)	(\$16,580.11)

San Francisco and Marin Intergroup

Webmaster Commitment Description

The Webmaster is responsible for maintaining the aasfmarin.org website, including the front-end and back-end. The Webmaster ensures the security of the website. The Webmaster position is technical and administrative. And on occasion the Webmaster, in collaboration with Intergroup's Executive Director, will elevate certain website projects to Intergroup's outside contractor.

Skills and Requirements

Previous WordPress administrative experience is required, and experience as a Webmaster is a plus. The Webmaster position requires knowledge of and familiarity with WordPress and updating information on websites created using WordPress. The Webmaster should be available as needed, especially in rare instances when the website needs immediate attention.

The Webmaster must own a personal computer and have regular access to the internet, be able to attend the weekly online Web Committee meeting at 5 pm on the second Monday of the month, and be familiar with San Francisco and Marin Intergroup and its commitment to serving the San Francisco and Marin Fellowship, groups and service entities. In addition, the Webmaster may participate in the monthly online Tech Committee meeting at 6 pm on the second Monday of the month.

The Webmaster position is a 2-year commitment and takes on average 8 hours per month. In addition, the position responsibilities may be shared with a co-webmaster.

The sobriety requirement for this position is 2+ years. The person should have completed working the 12 Steps and be familiar with the 12 Traditions and how to apply them in a service commitment.

For more information: aa@aasfmarin.org