



Minutes: Executive Committee and Board of Directors Meetings
Tuesday, July 12, 2016
[Approved by Board of Directors on September 13, 2016]

EXECUTIVE COMMITTEE

Chair (Matt): The meeting was called to order at 7:05 P.M. The Chair announced that the Treasurer, Bob, had submitted a letter of resignation, effective immediately. He thanked Bob for his years of service to WAIA and particularly for his service as Treasurer during 2016. He further noted that David D. had agreed to serve as interim Treasurer, completing the term which will expire on December 31, 2016. Although David D. was not present at this meeting, he had corresponded with the Chair and copied the Executive Committee earlier in the day, not only accepting the responsibility of the service position, but also offering recommendations to make his service more effective; specifically, he suggested that the services of a CPA be used more extensively to ensure compliance with practices outside the range of talent of most members. The Chair introduced a motion to approve David D. as interim Treasurer; the motion was accepted unanimously. There was further discussion of the expanded use of a CPA, particularly in regard to working with the DC government. The expenditure of further funds will need to be added to the 2017 Budget plans, currently under formulation, to be considered by the Board in September; David, Bob and Luella will confer and submit a recommendation to Karen for inclusion in the Budget planning. The Chair offered a motion to set aside \$3,710 to permit David to extend the scope of work with the current CPA as needed, for remainder of 2016; the motion was approved unanimously. The major business of the September Board meeting will be consideration of the proposed 2017 Budget to be finalized by the Finance Committee, based upon their cumulative data and their meeting on August 9. A limited number of Committee and Officer reports will be presented at Board meeting to allow more time for fellowship at the Ice Cream Social after adjournment. Matt will report on the current status of the bequest; a check for the balance has been written to the estate and has been cashed by them.

Office Administrator (Luella): June Calls: 443 calls: 31 for help, 52 walk-ins. 6 "No Meeting" calls (Triangle Club, Sunday 7:15 P.M.; Simplicity, Friday, 8:00 P.M., note on door – "Meeting Suspended;" Westside Club, Monday and Tuesday night meetings - 2 noted with no information – will be deleted). Volunteers needed at the desk, 6 slots open: Sunday 1:00-4:00 P.M., Wednesday 7:00-10:00 P.M., Thursday 7:00-10:00 P.M., Friday 4:00-7:00 P.M., Saturday 4:00-7:00 P.M. The two critical slots are for Thursday 7:00-10:00 P.M. and Sunday 1:00-4:00 P.M. I have been working with the Treasurer, Accountant and QuickBooks expert to clean up QuickBooks. We have done a lot of work and are almost done. The August issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Bob): No Report

Finance (Karen): Overall the six- month budget numbers are better than projected, we're netting \$4,000 instead of losing \$12,000, in spite of some unanticipated penalties and expenses. Income is nearly meeting target thus far at 91%. Expenses are coming in less than projected at 80%, but we are still missing sales taxes and accounting fees. The Budget meeting will be on Tuesday, August 9, from 7:00-9:30; all are welcome to attend, especially Executive Board members. See attached Second Quarter Budget Report

Old Business: None

New Business: None

General Discussion:

Jonathan (Office Committee): they have been active in continuation of the activities outlined in the June *Minutes*; those are expected to fill the remainder of 2016. He will encourage Board members to more thoroughly explain WAIA functions and needs to the groups they represent. New insurance documents are ready.

Jeff (Archives/Survey Committees): Board member names (first name, last initial) and their group names used to be included in the monthly *Minutes*, but the practice was discontinued when the *Minutes* were posted to the website;

discussion was tabled until the September meeting. Hospitals and Institutions Committee Reports/Minutes have not been posted to the website since April 2014; Jeff will confer with David B. (Committee Chair).

Karen (Finance Committee): The Website Committee is proposing a new website next year with a budget request of \$10,000. It is not clear whether that request needs to be approved by the Board before the August Budget meeting; the consensus of the Executive Committee was that such pre-approval was not needed, given that the entire Budget will be considered in detail by the Board in September.

The meeting of the Executive Committee adjourned at 7:47 P.M.

BOARD OF DIRECTORS

The Chair (Matt; chair@aa-dc.org) called the meeting to order at 8:00 P.M. followed by a group recitation of the Serenity prayer. Kelly read the *WAIA Preamble*. New Representatives self-introduced. New members were directed to Adrian for copies of the new member packet. Members were reminded that there will be NO Board Meeting in August; nevertheless, the annual Budget meeting will be held in that time slot, from 7:00-9:30 P.M. on Tuesday, August 9 at the WAIA Office. Tonight is the Ice Cream Social Night, so oral presentation of many reports will be suspended to leave time to encourage unity and fellowship. Reporting Board Members were asked to limit the length of Committee and Liaison reports. Bob D. has decided to step down as Treasurer. David D. has agreed to serve as Interim Treasurer. The entire Board thanked Bob for his service both to WAIA and as Treasurer. The Chair explained that the Executive Committee had agreed to allow David to enlist a Certified Public Accountant to assist him as needed; this may have budgetary implications for 2017 and beyond. There had been progress in the disposition of the bequest; a \$195,000 check has been written to the originating estate and has been accepted by them; it is expected that the entire process should be completed by August. The Rules Committee continues to work on formulating an election procedures motion and plans to present that at the Board meeting in September. Members of the Executive Committee self-introduced. The June 14, 2016 *Minutes* were approved

EXECUTIVE AND CHARTERED COMMITTEE REPORTS:

Office Administrator (Luella; administrator@aa-dc.org): June Calls: 443 calls: 31 for help, 52 walk-ins. 6 "No Meeting" calls (Triangle Club, Sunday 7:15 P.M.; Simplicity, Friday, 8:00 P.M., note on door – "Meeting Suspended;" Westside Club, Monday and Tuesday night meetings - 2 noted with no information – will be deleted). Volunteers needed at the desk, 6 slots open: Sunday 1:00-4:00 P.M., Wednesday 7:00-10:00 P.M., Thursday 7:00-10:00 P.M., Friday 4:00-7:00 P.M., Saturday 4:00-7:00 P.M. The two critical slots are for Thursday 7:00-10:00 P.M. and Sunday 1:00-4:00 P.M. I have been working with the Treasurer, Accountant and QuickBooks expert to clean up QuickBooks. We have done a lot of work and are almost done. The August issue of the *New Reporter* and the *digital.New.Reporter* will go out by the end of next week.

Treasurer (Bob; treasurer@aa-dc.org): No Report

Executive Committee Meeting (Terry; secretary@aa-dc.org): Officers, Committee Chairs, Liaisons and all others providing oral reports at the meeting were requested to either write any critical elements or submit those data by E-mail to ensure their accuracy. The discussions conducted during the meeting of the Executive Committee were summarized.

Finance Committee (Karen; finance@aa-dc.org): Overall the 6-month budget numbers are better than projected, with a net increase of \$4,000 instead of the projected loss of \$12,000; this occurred despite some unanticipated penalties and expenses. Income is nearly meeting target thus far at 91%. Expenses are coming in less than projected at 80%, but these data do not yet include sales taxes and accounting fees. She posed a procedural question to the Executive Committee: since the Website Committee is proposing a new website next year with a budget of \$10,000, it was not clear whether it need to be approved by the Board before next month's budget meeting. She invited all interested members to attend the August 9 budget meeting, 7:00-9:30, all are welcome to attend, especially Executive Board members; two volunteers to provide snacks at that meeting were secured. See attached Second Quarter Budget Report

Elections Committee (Ralph; elections@aa-dc.org): No Report

Hospitals and Institutions Committee (Dave B.; hni@aa-dc.org): Who we are and what we do: volunteers who help facilitate brings H&I meetings into hospitals, institutions, jails, and other facilities where the patients can't get out, so we bring meetings in to them! Our monthly newsletter is published in the *digital.New.Reporter* which lists facilities currently seeking meetings. We're looking for AA groups or sets of individuals to take H&I meetings to these facilities. No new meetings or announcements since last month. We continue to seek additional volunteers to join the H&I Committee to help coordinate H&I meetings in the District of Columbia, Montgomery County, and Prince Georges County. There was a question regarding groups which conduct H&I activities outside of the auspices of the Committee; those groups were asked to contact Dave.

Literature Committee (Mike; literature@aa-dc.org): No Report

Nightwatch Committee (Richard; nightwatch@aa-dc.org): No Report

Office Committee (Jonathan; office@aa-dc.org): The Committee met in June to examine office policies and procedures, volunteer procedures, time slots for volunteers and performance review protocols; feedback was solicited. The next meeting of the Committee will convene at the WAIA Office on Tuesday, August 2 at 7:30 P.M.

Outreach Committee (Adrian; outreach@aa-dc.org): Sample survey sheets to be used to report on both dark and active meetings were shown to the Board. Volunteers are needed.

Rules Committee (David H.; rules@aa-dc.org): No Report

Website Committee (Margaux; website@aa-dc.org): No Report

Registrar (Lindsay for David; registrar@aa-dc.org): Any Group Representatives or Alternates not already signed in were asked to do so and he requested that any new Representatives or Alternates fill out the appropriate forms at the Registrar table.

OLD BUSINESS: None

NEW BUSINESS: None

AD HOC COMMITTEE REPORTS:

Archives Committee (Barry; archives@aa-dc.org):

The Archives Committee performs desk duty and conducts its committee meeting weekly at the WAIA office every Saturday from 10:00 A.M.-1:00 P.M. to conserve, preserve, and protect WAIA artifacts and to make information available to WAIA and its members. Archive Committee membership is open to any member of AA. If you, your sponsee, or member of your home group is interested in joining the Archive Committee, join us any Saturday morning or contact us via email archives@aa-dc.org. Chris, Nat, and Stan are working with Barry on tracking archived items. Stan and Linda are working on the AA History Corner. Jeff and Jake are working on automated AA PowerPoint presentations. Our ongoing need is for a real archivist or professional filing clerk who can be trained. The *digital.New.Reporter* continues to print, "A.A. History Corner." Sign-up for the *digital.New.Reporter* on the WAIA website today. Anyone or group can ask for Archives to support a group, event, celebration, or retreat. Archive Committee is deciding between two locations to hold the Washington area Founders Day on November 5th. Currently it looks as if it will be held at the Rockville Metro Club, pending approval from the club's board of directors. Our thoughts and prayers are with Marvin L., our longest standing member, who is experiencing health problems. Please keep him in your prayers as well.

Bequest Committee (Matt for David D.): There had been progress in the disposition of the bequest; a \$195,000 check has been written to the originating estate and has been accepted by them; it is expected that the entire process should be completed by August.

Gala Committee (Claire, gala@aa-dc.org; 240/595-3457): No Report

Grapevine (Carlos; grapevine@area13aa.org; 202/607-3087): No Report

Hospitality Committee (Pat M.; hospitality@aa-dc.org): Matt extended thanks to Bob D. and Tom O'H. for preparing the coffee and the serving the ice cream. Five volunteers to help with cleanup were identified.

New Reporter Committee (Tony; newreporter@aa-dc.org): No Report

Old Timers Committee (Bob G.; oldtimers@aa-dc.org): No Report

Public Information/Cooperation with the Professional Community Committee (Pat G.; publicinfo@aa-dc.org; cpc@aa-dc.org): The Veterans Administration Employee Health Fair scheduled for June 15 was cancelled. There were no other events scheduled for June.

Upcoming Events:

- July 27 (Wednesday, 10:00 A.M.-2:00 P.M.): Financial Industry Regulatory Authority (FINRA) Health Fair, Rockville MD

- September 28 (Wednesday, 11:00 A.M.-2:00 P.M.): U.S. Department of Agriculture (USDA) Health Fair, Rockville MD

Pending Events:

- August 11 (Thursday, 10:30 A.M.-2:00 P.M.): U.S. Immigration and Customs Enforcement (ICE) Employee Health Fair, SW DC
- August 25 (Thursday, 11:00 A.M.-2:00 P.M.): Federal Emergency Management Agency (FEMA) Employee Health Fair, SW DC
- September 15 (Thursday, 10:00 A.M.-2:00 P.M.): National Aeronautics and Space Administration (NASA) Employee Health Fair, NASA Headquarters, SW DC

Special Needs Committee (Andrea; specialneeds@aa-dc.org): No Report

Survey Committee (Donald and Jeff; survey@aa-dc.org): The Survey Committee is tasked with producing, distributing, receiving, analyzing, and reporting the results of a WAIA survey to the Board. It meets monthly at the WAIA office on the last Saturday from 1:30pm to 2:30pm. Membership is open to any member of AA. If you, your sponsee, or member of your home group is interested in joining the Survey Committee, join us at the meeting or contact us via email survey@aa-dc.org. New members are needed to compile, analyze and report on the data collected. Volunteer today by calling or emailing. Surveys are due back to the WAIA Office in August 2016. Thirty-four surveys have been returned as of June 11.

Young People in AA Committee (Jason; www.dcyppaa.org): No Report

LIAISON REPORTS ABOUT RELATED GROUPS:

Washington Area General Service Assembly (Terry; secretary@aa-dc.org): Although the Washington Area General Service Assembly (WAGSA) informational Committee did not meet in July, the Budget Planning Committee did convene on Monday, July 11 and will present the recommended 2017 Budget at the Fall Assembly meeting on Saturday, October 22.

Upcoming Dates of Interest:

- August 8 (Monday; 7:30-9:00 P.M): WAGSA Committee Meeting (Silver Spring Presbyterian Church, 580 University Boulevard, East, Silver Spring, MD 20901)
- October 22 (Saturday; 9:00 A.M.-1:00 P.M.): Area 13 Fall Assembly and Elections (Holy Cross Hospital, 1500 Forest Glen Road, Silver Spring, MD 20910)
- November 20 (Sunday; 8:00 A.M.-Noon): 30th Annual Gratitude Breakfast (Marriott Inn and Conference Center, 3501 University Boulevard, East, Hyattsville, MD 20783); tickets are now available online at a cost of \$30.00 per seat

Northern Virginia Intergroup (Ralph; rjustus@ieee.org; 301/367-5774): The Northern Virginia Intergroup Board did not hold a meeting in July.

Upcoming Events (see also: www.nvintergroup.org):

- July 16 (Saturday; 10:30 A.M.-12:30 P.M.): Summer Brunch and Delegate Share, Alexandria, VA
- July 30 (Saturday): Acts of Recovery; Falls Church, VA (see flyer)
- August 19-21 (Friday-Sunday): Virginia Area Convention; Reston, VA (see: www.aavirginia.org)
- November 13 (Sunday): Gratitude Breakfast (Speaker: Mark D. of Scottsdale, AZ); Hilton, Springfield, VA

Hispanic Intergroup: No Report

Matt introduced all of the Committee Chairs present to allow Board members to approach them during the Ice Cream Social.

ANNOUNCEMENTS; GROUP ANNIVERSARIES; PERSONAL ANNIVERSARIES; RAFFLE

The meeting of the Board of Directors was adjourned at 8:28 P.M. The Ice Cream Social followed.

ATTACHMENT: Second Quarter Budget Report

Washington Area Intergroup Association, Inc
Budget vs. Actuals: FY 2016 - FY16 P&L
 January - June, 2016

	Jan 2016		Feb 2016		Mar 2016		Apr 2016		May 2016		Jun 2016		Total		% of Budget	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget		over Budget
Income																
Banquet	200.00	0.00	2,640.00	0.00	6,380.00	0.00	11,250.00	0.00	2,280.07	2,083.00	0.00	2,083.00	9,220.00	11,250.00	(2,030.00)	82%
Chips	977.24	2,083.00	1,110.51	2,083.00	1,675.50	2,083.00	1,025.29	2,083.00	2,280.07	2,083.00	2,280.07	2,083.00	9,348.68	12,498.00	(3,149.32)	75%
Contributions	12,307.61	12,000.00	6,244.64	9,600.00	9,514.87	8,400.00	14,082.10	8,400.00	11,206.25	9,600.00	4,777.09	7,200.00	58,132.56	54,000.00	4,132.56	108%
Interest	19.13	17.00	19.24	17.00	27.67	17.00	19.14	17.00	21.14	17.00	17.00	17.00	106.32	102.00	4.32	104%
Literature	3,444.90	5,583.00	5,885.74	5,583.00	3,490.43	5,583.00	2,854.41	5,583.00	5,504.00	5,583.00	3,791.86	5,583.00	24,971.34	33,498.00	(8,526.66)	75%
New Reporter	7.50	16.00	7.50	16.00	41.50	16.00	14.00	16.00	14.00	16.00	16.00	16.00	84.50	96.00	(11.50)	88%
Where/When	210.00	917.00	431.00	917.00	1,552.83	917.00	643.00	917.00	1,615.77	917.00	675.97	917.00	5,128.57	5,502.00	(373.43)	93%
Total Income	17,166.38	20,616.00	16,338.63	18,216.00	22,682.80	15,816.00	18,637.94	28,286.00	20,641.23	18,216.00	11,524.99	15,816.00	106,991.97	116,946.00	(9,954.03)	91%
Cost of Goods Sold																
Cost of Goods Sold																
Chips	750.00	750.00	902.85	750.00	710.00	750.00	633.15	750.00	762.85	750.00	750.00	750.00	3,008.85	4,500.00	(1,491.15)	67%
Literature	4,605.52	4,166.00	2,281.62	4,166.00	1,258.08	4,166.00	1,645.00	4,166.00	2,655.20	4,166.00	2,930.00	4,166.00	15,375.42	24,996.00	(9,620.58)	62%
Where/When	666.00	666.00	3,473.27	666.00	3,473.27	666.00	666.00	666.00	666.00	666.00	666.00	666.00	3,473.27	3,996.00	(522.73)	87%
Total Cost of Goods Sold	4,605.52	5,582.00	3,184.47	5,582.00	5,441.35	5,582.00	2,278.15	5,582.00	3,418.05	5,582.00	2,930.00	5,582.00	21,857.54	33,492.00	(11,634.46)	65%
Gross Profit	12,560.86	15,034.00	13,154.16	12,634.00	17,241.45	10,234.00	16,359.79	22,684.00	17,223.18	12,634.00	8,594.99	10,234.00	85,134.43	83,454.00	1,680.43	102%
Expenses																
Accg/Audit	80.00	80.00	12.29	80.00	0.29	80.00	6.29	80.00	0.29	80.00	80.00	80.00	0.00	480.00	(480.00)	0%
Bank Fees	240.29	8.00	150.00	8.00	200.00	50.00	50.00	50.00	200.00	50.00	100.00	50.00	259.45	48.00	211.45	541%
Board Meeting Rent	50.00	50.00	150.00	50.00	200.00	50.00	50.00	50.00	200.00	50.00	100.00	50.00	650.00	300.00	350.00	217%
Committees																
Archives	0.00	400.00	2,547.12	0.00	2,596.13	0.00	100.00	50.00	86.29	50.00	0.00	0.00	86.29	500.00	(413.71)	17%
Banquet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,100.32	11,250.00	(7,149.68)	36%
CPC	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	600.00	(600.00)	0%
H & I	150.00	150.00	431.00	150.00	40.00	150.00	150.00	150.00	98.60	150.00	98.60	150.00	138.60	900.00	(761.40)	15%
Hospitality	50.00	50.00	316.27	50.00	360.26	50.00	316.27	400.00	316.27	400.00	629.27	400.00	2,317.96	2,400.00	(82.04)	97%
Lit Committee	50.00	50.00	116.25	216.00	116.25	216.00	116.25	216.00	116.25	216.00	116.25	216.00	709.12	1,296.00	(586.88)	55%
Nightwatch	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00	18.00	(18.00)	0%
Outreach	42.00	42.00	31.69	42.00	476.51	616.00	432.52	616.00	432.52	616.00	745.52	616.00	3,027.08	3,696.00	(668.92)	82%
Rules	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.69	0.00	31.69	366%
Special Needs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
Total Committees	0.00	395.00	2,578.81	795.00	2,636.13	11,645.00	(1,042.93)	445.00	256.70	445.00	183.47	395.00	4,612.18	14,120.00	(9,507.82)	33%
Employee Compensation																
Benefits																
Medical	379.62	400.00	316.27	400.00	360.26	400.00	316.27	400.00	316.27	400.00	629.27	400.00	2,317.96	2,400.00	(82.04)	97%
Retirement	127.87	216.00	116.25	216.00	116.25	216.00	116.25	216.00	116.25	216.00	116.25	216.00	709.12	1,296.00	(586.88)	55%
Total Benefits	507.49	616.00	432.52	616.00	476.51	616.00	432.52	616.00	432.52	616.00	745.52	616.00	3,027.08	3,696.00	(668.92)	82%
Reimbursement																
Annual Intergroup Seminar	26.73	80.00	26.77	80.00	48.44	80.00	99.47	80.00	80.00	80.00	80.00	80.00	0.00	0.00	0.00	0%
Cell Phone													361.41	480.00	(118.59)	75%

Mileage	8.29	67.00	11.13	67.00	11.13	67.00	23.69	67.00	11.13	67.00	18.06	67.00	83.43	402.00	(318.57)	21%
Total Reimbursement	35.02	147.00	37.90	147.00	59.57	198.00	123.16	147.00	91.13	147.00	98.06	147.00	444.84	933.00	(488.16)	48%
Salaries and wages																
Payroll Tax (Budget Use Only)	411.31	433.00	420.26	433.00	411.55	433.00	392.85	433.00	392.54	433.00	470.21	433.00	2,488.72	2,588.00	(99.28)	96%
Salaries	4,262.40	5,542.00	4,355.00	5,542.00	4,889.00	5,542.00	4,874.00	5,542.00	4,871.00	5,542.00	5,883.00	5,542.00	29,134.40	33,252.00	(4,117.60)	88%
Total Salaries and wages	4,673.71	5,975.00	4,775.26	5,975.00	5,300.55	5,979.00	5,266.85	5,975.00	5,263.54	5,975.00	6,353.21	5,975.00	31,633.12	35,854.00	(4,220.88)	88%
Total Employee Compensation	5,216.22	6,738.00	5,245.68	6,738.00	5,836.63	6,793.00	5,822.53	6,738.00	5,787.19	6,738.00	7,196.79	6,738.00	35,105.04	40,483.00	(5,377.96)	87%
Insurance		5,250.00	3,446.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(627.00)	0.00	2,819.00	5,250.00	(2,431.00)	54%
Merchant Services	54.53	416.00	41.50	416.00	40.70	416.00	41.15	416.00	66.43	416.00	1.73	416.00	246.04	2,496.00	(2,249.96)	10%
Office Expense																
Internet	102.00	51.00	57.00	51.00	51.00	51.00	84.99	51.00	209.98	51.00	85.99	51.00	539.96	306.00	233.96	176%
New Equipment		100.00		100.00		100.00		100.00		100.00		100.00	0.00	600.00	(600.00)	0%
Office Rent	2,140.00	2,060.00	1,940.00	2,060.00	1,940.00	2,060.00	1,940.00	2,060.00	1,940.00	2,060.00	1,940.00	2,060.00	11,840.00	12,360.00	(520.00)	96%
Office Supplies	119.99	150.00	161.45	150.00	248.78	150.00	354.91	150.00	165.39	150.00	368.47	150.00	1,418.99	900.00	518.99	158%
Parking		270.00	200.00	270.00	200.00	270.00	200.00	270.00	200.00	270.00	200.00	270.00	1,000.00	1,620.00	(620.00)	62%
Postage & Delivery	115.99	159.00	165.99	159.00	115.99	159.00	215.99	159.00	115.99	159.00	127.43	159.00	857.38	954.00	(96.62)	90%
Repair/Maintenance	1,198.92	640.00	480.07	640.00	908.86	640.00	771.51	640.00	521.51	640.00	122.72	640.00	4,003.59	3,840.00	163.59	104%
Telephone	1,096.27	410.00	398.51	410.00	615.94	410.00	410.95	410.00	834.36	410.00	398.79	410.00	3,754.82	2,460.00	1,294.82	153%
Web Hosting	549.82	460.00	531.65	460.00	524.62	460.00	454.49	460.00	454.49	460.00	444.99	460.00	2,960.06	2,760.00	200.06	107%
Total Office Expense	5,322.99	4,300.00	3,934.67	4,300.00	4,554.19	4,300.00	4,432.84	4,300.00	4,441.72	4,300.00	3,688.39	4,300.00	26,374.80	25,800.00	574.80	102%
Penalties and interest					517.13						3,339.81		3,856.94	0.00	3,856.94	
QuickBooks Payments Fees	132.97	436.00	178.66	436.00	187.51	436.00	154.56	436.00	262.27	436.00	288.26	436.00	1,204.23	0.00	1,204.23	
Sales Tax on Goods Sold													0.00	2,616.00	(2,616.00)	0%
Unapplied Cash Bill Payment Expense													1,410.00	0.00	1,410.00	
Uncategorized Expense					11.44								11.44	0.00	11.44	
Total Expenses	10,967.00	17,673.00	15,587.61	12,823.00	14,100.27	27,894.00	9,414.44	12,473.00	11,014.60	12,473.00	15,581.45	12,423.00	76,665.37	95,759.00	(19,093.63)	80%
Net Operating Income	1,593.86	(2,639.00)	(2,433.45)	(189.00)	3,141.18	(17,660.00)	6,945.35	10,211.00	6,208.58	161.00	(6,986.46)	(2,189.00)	8,469.06	(12,305.00)	20,774.06	-69%
Other Expenses					340.00								340.00	0.00	340.00	
Other Miscellaneous Expense													4,120.53	0.00	4,120.53	
Unknown writeoff of undeposited funds	273.17	0.00	0.00	0.00	340.00	0.00	0.00	0.00	3,217.69	0.00	629.67	0.00	4,460.53	0.00	4,460.53	
Total Other Expenses	273.17	0.00	0.00	0.00	340.00	0.00	0.00	0.00	3,217.69	0.00	629.67	0.00	4,460.53	0.00	4,460.53	
Net Other Income	(273.17)	0.00	0.00	0.00	(340.00)	0.00	0.00	0.00	(3,217.69)	0.00	(629.67)	0.00	(4,460.53)	0.00	(4,460.53)	
Net Income	1,320.69	(2,639.00)	(2,433.45)	(189.00)	2,801.18	(17,660.00)	6,945.35	10,211.00	2,990.89	161.00	(7,616.13)	(2,189.00)	4,008.53	(12,305.00)	16,313.53	-33%

MD/IRS

DC biennial business fee