

Cape Atlantic Intergroup

Business Meeting Agenda

*Date:4/21 *Start time: _19:30__

1. Open with the Serenity Prayer
2. Roll call of Officers and Committee chairs (*by Recording Secretary*)
3. Count of quorum and attendance:
 - Quorum: Regular IGRs 12____
Alternate IGRs _2____ Total: 14____
 - New IGRs? *If you are new, welcome!*
 - Area 45 and General Service Liaisons
 - Visitors, other non-representatives, and AA group members
4. Opening remarks (*by Chairperson*)
5. Presentation of the minutes from last month's business meeting (*by Rec. Secretary*)
 - Call for a motion to approve the minutes
6. Agenda Items (*read by Recording Secretary*) Motion, 2nd, approved.

7. **Officer reports:**

Chairperson

Virtual and Online:

As more and more members start to receive the Covid Vaccine, more meetings are starting to open up. This looks to be a very positive trend this time and I'm hopeful this will continue. Please be sure to wash your hands frequently and wear your mask if you do attend live meetings. Thanks to everyone who had contributed and allowed up to provide the vital services to the alcoholics in our community

7th Tradition:

Thanks to Doug and his committee for the hard work in putting the suggestions together. Let's review any questions we have.

Bylaws

We have a situation with callers that needs to be addressed tonight. I will give more details if Jess is not able to make it.

Where do we see ourselves in 6 months as an Intergroup and Individually with Service? Back to in person, Hybrid, Rotating?

Phones

We have a situation with callers that needs to be addressed tonight. I will give more details if Jess is not able to make

Outstanding Committees

CPC, Hospitality

The Future

Where do we see ourselves in 6 months as an Intergroup and Individually with Service? Back to in person, Hybrid, Rotating?

Co-Chair: Continuing to work with the H & I Chair to bring meetings back in person. Attended the Round Up meeting

Recording Secretary Continued to send out correspondence as needed. Keeping mailing database up to date.

Corresponding Secretary Received checks from the office. Will continue to send thank you letters to groups who contribute to IG

Treasurer Went through QuickBooks with PJ. Cleaned everything out and it is up to par

Assistant Treasurer Loves AA. Went through QuickBooks with Tannor. Received Round up checks. QuickBooks is 100% accurate

Trustee

Committee reports:

Access Coordinator:

- We have 9 people covering 16 slots, so we are definitely in need of more people to help monitor the chat on different shifts.
- I'll be doing a chat training on 22nd at 6:30 pm and on the 23rd at 7:30 pm.
- Please remember if you do have a timeslot to turn off accepting chats when you are done with your shift.
- Able to do training on 4/22 @ 7:30 or 4/24 @ 7:30 if anyone wants to help

Archives Met with Penni to discuss Archive's web page. More will be added to the page in the coming weeks. Right Now groups can enter their group history thru the page.

Still looking for Long Timers with 25 or 30 years or more sober to share their story and history of the CAIG area.

We will have an Archives table set up at the picnic.

Audit

Budget & Finance Looked into excess funds and balanced their account

CAYPAA May 22 event. See website for more info

Hospitality

H&I RCA wants to do in house meetings but wants visitors to take a rapid covid test before entering

Literature Getting checks and mail. Keeping up with office duties and mail

Newsletter Will be sending newsletter to Webchair to be put on website

Office: New digital lock has been installed.

PI/CPC

Phone Working on situation with a creepy caller that keeps calling

Policy & Structure See attached Bylaws

Round-Up Waves Roundup report - CAIG Business meeting, April 21 2021

Our theme: Trudging the Road of Happy Destiny

We have an Al-Anon chair, Aubree T!
And we have a new Marathon Meetings chair, Kimmie H!

Our program chair, Megan, has formed a subcommittee to select speakers.

We have a logo! Our graphics chair, Kat, has done a great job, and made 6 different logos. We voted on it last week, and our logo is on our website. Go to wavesroundup.net and click the "2021 updates" link. We're putting together "Save the Date" fliers and will have those ready soon.

The final event flier will be produced after speakers are confirmed. We will be concentrating primarily on digital distribution of all fliers, but we will print some fliers to bring to in-person events.

We're working towards getting the website registration form completed by the beginning of May, so that people can begin registering.

Registration cost will stay the same as previous years, \$30. Our expenses have not gone up at all, and we don't see any reason to raise the price of admission.

Basket requests will be coming out soon, probably next month, so keep your eyes peeled for those.

Open positions:
Setup/Security
Website

Our next Waves Roundup committee meeting will be on May 5th, 7pm on Zoom.

Waves Roundup committee meeting
May 5th, 7pm
Zoom ID: 994 1192 4327
Password: 696578
Logo: <https://www.capeatlanticaa.org/roundup/posts/Roundup@capeatlanticaa.org>

Unity Picnic will be June 12th at the Cape May Zoo 11AM to 5PM. Needs volunteers.

Website

For March to the present day:

- Maintained 25 individual Home Group Users, still have same amount of folks in basic accounts (22 licensed, 5basic) and continued to maintain 211 virtual meetings (although I know there are a few who need support)
- Fun Fact: from 4/1 to 4/14, there were a total of 20 meetings held, with 6,229 participants with a duration of 323,456 minutes
- If you or anyone you know still has a meeting listed on the virtual list, please tell me so I can delete it? We have people going to meetings on the list that no longer exist
- Continued to field emails, phone calls, and text messages
- Coordinated efforts with Debbie L. - still two sets of eyes on meetings that are popping up
- Prepped and forwarded paperwork for the homegroups taking meetings to Pyramid and John Brooks as

well as virtual meetings to RCA and Enlightened Solutions - I know the commitment going to RCA has had RCA be a no call/no show (I forwarded an email to Nick - may not read this out loud)

- Uploaded and created events (need more)
- Women's Conference set to be hybrid on April 24th - conference in person in Avalon and also online - check the website for more details
- Still involved in LiveChat - Wendy M. is the bomb - Thank you for all you
- The update to The Meeting Guide App is 90% done
- If you have any flyers or any events that are upcoming, please email them to me at either webchair@capeatlanticaa.org or penninewton13@gmail.com.
- Total Website Visits: 158,057 was for March - 309,286 as of today!

(Have you received your vaccine yet? What are you waiting for?? Still continue to maintain proper protocols, y'all!)

Thank you for letting me be of service!

Penni N.

Workshops

1. Janna and I are now smack dab in the middle of our planning for our upcoming 6th International Workshop. Our Date for our next workshop will be **Sunday June 13th, times 1pm (EDT) - 6pm (EDT)**.

2. We have a theme for our 6th Workshop:

"Spiritual Bootcamp - The Amends Process!"

3. We are working on four blockbuster speakers ... I have calls out to all four please come back for our full Intergroup Meeting next Wednesday to hear who they are!

That's all for now!!! We will be needing readers and Intergroup Chairs to excitedly tell us about what service work your committee is doing during the Great pandemic!!! Let me know in our chat area if you want to serve the workshop committee!!!!

See you all next week with more!

In AA Love and Service,

Robbie W.

Area 45

Greetings from General Service Area 45.

I am an alcoholic, and my name is Ken. Privileged to serve as Area 45 Alternate Delegate.

Unfortunately, I am unable to attend your meeting tonight due to a prior service commitment.

As you may know, the 71st General Service Conference began this past Sunday 4/18/21. Since the Conference is virtual for the second time in AA history, I have been in contact with our Panel 70 Delegate Rich H on a daily basis.

Rich is thoroughly enjoying his opportunity to serve Area 45, although he is Not at liberty to share details.

Rich is already looking forward to sharing his experience with all of us when the Conference is complete.

Please keep All of the Trusted Servants in your thoughts and prayers.

Thank you All for your continued service to our Fellowship!

In Unity
Ken Thornhill
Area 45, Panel 70
Alternate Delegate
609/339-4386
AltDelegate@SNJAA.org

Questions concerning specific topics discussed in committee and officer reports
Old Business (*read by Recording Secretary*)

8. New Business

Discuss Bilaws

Discuss phone situation

MOTION TO UPDATE PHONE/INTERNET SERVICE TO PROTECT PHONE SERVENTS

PASSED 9-0

9. Announcements from the body

10. Tradition of the month (*read by I.G.R.*)

11. Next Steering Meeting 5/12/2021

Next Business Meeting:5/19/2021

12. Closing remarks by the Chairperson.

13. 11th Step Prayer read.

14. Entertain a motion to close... (close with the Responsibility Pledge)

*End time: 21:12

Notes:

Cape Atlantic Intergroup of Alcoholics Anonymous

Balance Sheet
As of April 21, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Literature Account	15,761.44
Operating Account	30,727.17
PayPal Bank	485.60
Prudent 1	7,102.80
Prudent 2	7,242.00
Prudent 3	7,023.19
Prudent 4	7,518.64
Total Bank Accounts	\$75,860.84
Accounts Receivable	
Accounts Receivable (A/R)	404.35
Total Accounts Receivable	\$404.35
Other Current Assets	
Inventory Asset	
Literature	0.00
"M" Codes	758.86
12&12's	3,592.20
A/V Inventory	24.00
As Bill Sees It	1,532.13
Big Books	6,267.05
Daily Reflections	2,352.58
Freebies	0.00
Grapevine	637.92
Meeting Lists	54.01
ML-CJI - Central Jersey Intergroup, Meeting Lists	0.00
Old Stock	62.30
Other CODE B's	3,958.01
Pamphlets	1,645.52
Spanish Literature	1,225.18
Total Literature	22,109.76
Total Inventory Asset	22,109.76
Undeposited Funds	100.25
Total Other Current Assets	\$22,210.01
Total Current Assets	\$98,475.20
TOTAL ASSETS	\$98,475.20

Cape Atlantic Intergroup of Alcoholics Anonymous

Balance Sheet
As of April 21, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	-44.97
Total Accounts Payable	\$ -44.97
Total Current Liabilities	\$ -44.97
Total Liabilities	\$ -44.97
Equity	
Opening Balance Equity	0.00
Retained Earnings	100,251.72
Net Income	-1,731.55
Total Equity	\$98,520.17
TOTAL LIABILITIES AND EQUITY	\$98,475.20

Cape Atlantic Intergroup

BY-LAWS

ARTICLE I: NAME

The name of the Association is Cape/Atlantic Intergroup.

ARTICLE II: PURPOSE

Cape Atlantic Intergroup is a voluntary association of A.A. groups, which exists to serve those groups in their common purpose to carry the A.A. message to the alcoholic that still suffers.

ARTICLE III: FUNCTIONS

These functions may include, but are not limited to:

A. A.A. INQUIRIES: By providing an A.A. listing in the local telephone directory **and/or on-line**, the intergroup office may receive inquiries from those seeking help. They will refer the caller to the appropriate A.A. group or have one of our many Twelfth Step volunteers contact them.

B. OFFICE FACILITIES: Maintain a conveniently located office central to all of the member groups in which paid workers and/or volunteers are available to carry the message of A.A. to the alcoholic.

C. INFORMATION EXCHANGE: Serve as a clearinghouse for the circulation and exchange of information among the A.A. groups in the counties (Atlantic, Cape May and parts of Ocean and Burlington).

1. May prepare publication for distribution to member groups.

2. Maintain and update a website specific to the Cape/Atlantic Intergroup.

D. LOCAL COMMITTEES ON PUBLIC INFORMATION AND COOPERATION WITH THE PROFESSIONAL

COMMUNITY:

1. Making arrangements for A.A. speakers at the request of non-alcoholic groups.

2. Assisting the press and other media in the development of articles and publicity about Alcoholics Anonymous and A.A. groups, ever reminding them of our anonymity as individuals.

3. Cooperation with other community agencies, which deal with the alcoholic. We do not affiliate with any of these agencies.

E. INSTITUTIONS: Maintain contact with correctional facilities and treatment centers; provide literature and arrange for A.A. speakers as requested.

F. MEETING LISTS: At regular intervals, publish an up-to-date list of meetings and other A.A. services.

G. LOCAL A.A. EVENTS: Manage the details of the Unity Committee such as dinners, picnics, or any social affair the member groups request.

ARTICLE IV: MEMBERSHIP

Any A.A. group (as defined in the A.A. Group Pamphlet P-16) that elects to do so, may participate upon registering the Group Representative and/or Alternate with Cape Atlantic Intergroup. This generally is done through the Recording Secretary, but can also be done through the Chairperson or Corresponding Secretary.

ARTICLE V: INTERGROUP ACTION

A. Effective Intergroup action shall be instituted by representatives of member groups. Each member group will choose one Representative and one Alternate to serve for them, the Alternate to function in the absence of the Representative. Each group has only one (1) vote.

B. Groups can only speak through their representatives. All A.A. members are welcome to attend all Steering Committee and Intergroup meetings. They are requested to refrain from speaking, unless, at the Chairperson's discretion, the topic is opened for their comments and opinions.

C. Representatives from at least ten (10) member groups shall constitute a quorum for the transaction of official business. Official business is defined as any transaction that requires a vote. Should a quorum not exist, a meeting will be held for informational purposes only (i.e.: committee reports and institutional commitments).

D. Official Business shall be conducted at a Business Meeting held on a monthly basis at 7:30 PM on the third Wednesday of every month. The location of the Business Meeting should remain "fixed" and made known to the Member Group Representatives. The Correspondence Secretary must notify the Member Groups in writing, at least six (6) days prior, if a temporary change in the location of the

Business Meeting is necessary. Any permanent change in the location of the Business Meeting should be published in the Business Meeting Minutes for three consecutive months prior to the change.

E. Special meetings, in case of important situations, may be called for at a regular Business Meeting with date, time and place acceptable to a majority of the representatives present. If a special meeting between regular monthly Business Meetings is called for, the Correspondence Secretary must notify the Member Groups in writing at least six (6) days prior to the said meeting, giving the date, time and place of the meeting.

ARTICLE VI: OFFICERS

The Intergroup Representatives shall elect a Chairperson, Vice Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer and such other officers deemed necessary. All officers shall perform such duties as outlined in the A.A. guidelines and/or as authorized by the Intergroup Representatives.

The Chairperson shall appoint committee chairpersons and may dismiss committee chairperson at their discretion. Committee chairpersons are subject to rotation at the end of the appointing chairpersons term. Officers will not serve as Group Representatives. Unlike officers, committee chairpersons may serve as their Group Representative.

ARTICLE VII: STEERING COMMITTEE

The Steering Committee shall consist of officers and committee chairpersons with the Vice Chairperson presiding over the Steering Committee meeting.

The Steering Committee handles the administrative activities of the Intergroup as described in "The A.A. Group" pamphlet (P-16). The Steering Committee will meet at 7:30 p.m., on the second Wednesday of every month. If Steering Committee is unable to meet the second Wednesday of the month, we will meet the following Saturday at 1p.m. The meeting location to be determined by the Vice Chairperson and the Steering Committee. An officer must be present for the meeting to be held.

The agenda for the Steering Committee meeting should include, but is not limited to the following:

1. All officers and committee chairpersons will give reports.
2. To approve the purchase of office equipment and/or supplies. The amount is not to exceed \$150.00.

3. To perform any tasks for the good of the Intergroup and the resolution of any issue that is of an administrative nature in accordance to A.A. Guidelines and A.A. Traditions. The minutes of the Steering Committee meeting are to be presented at the next business meeting. The minutes are subject to approval by the body with a simple majority vote. The minutes for the Steering Committee are usually the agenda for the next business meeting. The Steering Committee cannot commit the Intergroup to any major obligation. The decision on a major obligation may be determined by a majority vote at the next intergroup business meeting.

ARTICLE VIII: FINANCE

The activities of Cape Atlantic Intergroup will be financed primarily by voluntary contributions from the Member Groups. Each group should determine the amount of its contributions. Additional financial support may be obtained from various fund-raisers, individual member contributions, and literature sales as per the Seventh Tradition.

ARTICLE IX: CHECKING ACCOUNTS

The checking accounts for both the operating account and the literature account shall be kept in an orderly fashion so that all transactions may be readily identified. All checks must include the payee (no pay to cash) and an amount before being signed. Checks drawn on either the Operating or Literature account will require two (2) signatures. Only the Treasurer, Assistant Treasurer, Secretary, **Vice-Chair** and Chairperson are authorized to be a designated signature. **Online banking may also be utilized with access authorized to these same positions. Email alerts for any transactions will go to the chair, vice-chair, treasurer and assistant treasurer.**

ARTICLE X: REVENUES

All donations or bequests, that meet current GSO guidelines, are to be deposited in the Intergroup operating account within 3 business days and recorded into the record. Any donation not meeting GSO guidelines is to be returned to the sender.

Any monies collected from literature sales shall be deposited in the literature account within three (3) business days and recorded into the record where deemed necessary by the Steering Committee, and with approval of the Group Representatives, monies may be transferred from one account to the other. All monies in any account will be accounted for in the form of a Treasurer's report at the regular Intergroup monthly meeting by the Treasurer or Assistant Treasurer for the operating account and by the Literature Chairperson, Treasurer or Assistant Treasurer for the literature account. No other accounts of any kind may be opened without the express consent of the Group Representatives.

The Intergroup will strive to have a prudent reserve of one (1) year's operating expenses. Any interest that may be accrued, throughout the year, is to be transferred to the operating account, provided the account funds have exceeded the yearly budget. After the year-end closing of the accounting books, excess money in the literature account is to be transferred to the Operating account. The amount is to be determined by the Treasurer, Literature Chairperson, and the Budget Committee.

ARTICLE XI: RECORDS

Full and complete minutes of the Intergroup Business meeting shall be **sent** to all listed contacts for a group. **These minutes** should include any reports given at the meeting. These reports **MUST** include the financial report of the operating and literature accounts, inventory information and the sign in sheet. All business records of the Intergroup, such as minutes of meetings, letters, bank statements, financial records, etc., will be **secured** at the Intergroup office.. Any A.A. member belonging to an A.A. group that is a member of the Cape/Atlantic Intergroup will be entitled to inspect these records. It is the intention of the Intergroup that its business dealings be absolutely transparent to its member groups. However, in the interest of security, inspection requests must adhere to the following procedure: The requester shall notify his or her home group's Intergroup Representative that he or she is requesting a record inspection. The Intergroup representative shall satisfy himself or herself that the requester is known to the Intergroup Representative as a member of A.A. as described above. Within five days, the Intergroup Representative shall forward the record inspection request to the Treasurer or Assistant Treasurer, noting the requester's name in the request. The Treasurer or Assistant Treasurer shall then make the records available to the requester at a mutually convenient time but no later than 25 days after the request is received.

ARTICLE XII: AUDIT COMMITTEE

The chairperson shall appoint an Audit Chair as a permanent committee to audit the financial records and bank statements quarterly or more often if necessary.

The Committee **MAY** obtain the services of a financial professional with the approval of the Steering Committee (following existing financial guidelines).

The **Budget Chair**, Treasurer and/or the Assistant Treasurer shall cooperate with the Committee and assist the Committee in performing their task.

A summary report shall be provided to the Treasurer

The Committee shall give its report at the next regular intergroup meeting.

ARTICLE XIII: ELECTIONS AND ELIGIBILITY – TERMS OF OFFICE

A. WHO CAN VOTE: Only Group Representatives or their Alternate may vote at elections.

B. ELIGIBILITY: To be eligible for election to office, a candidate must:

1. Have been sober continuously for a period of twelve (12) months and a member of a participating group prior to the January meeting in even number years, and
2. Has been a Representative or Alternate, past or present, or an active officer of a Member Group or a committee chairperson, past or present.
3. An eligible candidate must attend the business meeting in which the elections are held. There can be no “proxy” nomination.

C. TERMS OF OFFICE: Terms of office for all officers shall be for two (2) years. The Chairperson shall not serve more than one (1) term. ALL pro-tem officers may stand for re-election. Every officer can stand for re-election. In keeping with “Tradition Two” the principle of rotation is suggested.

In the event the Chairperson is unable to serve, the Vice-Chairperson will become the Chairperson pro-tem.

1. At the next regular intergroup business meeting, the Chairperson Pro-tem will announce that the previous Chairperson is unable to fulfill their commitment. As a result the position of Vice-Chair is vacant.

2. A candidate will be elected under the eligibility requirements and election requirements of these By-Laws and will begin serving immediately for the balance of the term, pro-tem.

In the event of the inability to serve by any other officer, the above procedure shall apply. The term of office will begin at the next regular meeting of the Intergroup following the month of the elections.

The officers-elect will arrange with their outgoing counterpart to meet at a convenient time to both in order to make a smooth and orderly transfer of office. The outgoing officer will turn over to the officer-elect all records of their office prior to the month the officer elect takes office.

D. ELECTIONS:

Third Legacy Procedure, as described in “The A.A. Service Manual,” will be followed for elections at the regular November meeting of Intergroup of odd number years. The elections will commence

under new business, after the Secretary has called the roll of the Representatives present, together with the name of their group.

E. REMOVAL FROM OFFICE:

All officers shall be subject to removal from office by two-thirds (2/3) vote of the Member Groups' Representatives that are eligible to vote. A motion must be made and seconded. This motion will automatically be tabled until the next business meeting. The motion must be clearly stated in the minutes for that meeting. The motion will then be brought under old business at the following business meeting.

ARTICLE XIV: DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSON

Official attachments to these By-Laws are the "Job Description of Officers & Committee Chairpersons".

ARTICLE XV: VOTING OTHER THAN ELECTIONS

Only Cape/Atlantic Intergroup Representatives may make a motion and/or second the motion. Preferably motions should be in writing.

Only Cape/Atlantic Intergroup Representatives or their Alternates may vote.

In the event of a tie vote the Chairperson shall cast the deciding vote.

Committee chairpersons may vote only if they are their group's Intergroup Representative or Alternate

Representative.

ARTICLE XVI: BY-LAWS COPIES

A copy of these By-Laws shall be available to all member groups through the Corresponding Secretary.

ARTICLE XVII: TRADITIONS

This Intergroup shall adhere to the "Twelve Traditions and Twelve Concepts" to the best of its ability.

To obtain this goal, workshops and Traditions meetings may be held regularly for the benefit of A.A. members.

ARTICLE XVIII: AMENDMENTS

These articles may be amended or revised by an affirmative vote of the Member Groups at any meeting. A notification stating the original article, the proposed amendment or revision, and the reason for the proposed amendment or revision shall be included in the minutes for two (2) consecutive months prior to voting on said amendment/revision.

ARTICLE XIX: INCORPORATION

On April 29, 1989, the Cape/Atlantic Intergroup filed "Articles of Incorporation" with the state of New Jersey. A copy of the "Articles of Incorporation" must be available at the office. The name "Alcoholics Anonymous" is to be avoided in the title of the corporation. The corporate seal is to be secured at the Intergroup office.

ARTICLE XX: PARLIAMENTARY PROCEDURE

Robert's Rules shall be used as a guideline in all cases of parliamentary procedure, which are in doubt, other than procedures clearly defined in these By-Laws. The Intergroup office shall have a copy of Robert's Rules and a copy of these By-Laws on hand at all business meetings.

ARTICLE XXI: SECURITY

Passwords, key access and combinations for computers, accounts, doors, the safe and any other assets will be changed with the change of the Steering Committee Panel and in the event that any person with said access leaves their position.

Revised and adopted **May 19, 2021**

Workshop Committee

- Reports to Chair and Vice-Chair
- Coordinate and facilitate workshops
- Provide written reports to Steering Committee and Business Meeting
- Attend Steering Committee and Business Meetings monthly

Access Coordinator

- Reports to Chair and Vice-Chair
- Facilitates and coordinates groups and individuals in accessing CAIG virtually and through CHAT
- Give written reports to Steering Committee and Business Meeting
- Attend Steering and Business Meetings monthly

Audit Committee

- Audit the books and bank statements of the Operating Account and the Literature Account at least quarterly
- The Committee MAY obtain the services of a financial professional with the approval of the Steering Committee (following existing financial guidelines)
- The Committee shall give a written report to the Steering Committee and Business Meeting
- Attend Steering and Business Meetings monthly
- The Treasurer and/or Assistant Treasurer shall cooperate with the Audit Committee and assist the committee in performing their task

Cape Atlantic Intergroup of Alcoholics Anonymous

Profit and Loss

January 1 - April 21, 2021

	TOTAL
Income	
Operating acct Income	55.00
Bank/CD Interest	17.12
Group Donations	6,487.85
INDIVIDUAL DONATION	1,157.30
Total Operating acct Income	7,717.27
Other Income	59.30
PayPal Sales	5.00
Sales of Product Income	
Literature Sales	
12&12's sales	23.25
As Bill Sees It Sales	27.00
Big Books Sales	560.50
Daily Reflections Sales	51.25
Other CODE B Sales	138.50
Pamphlet Sales	2.10
Total Literature Sales	802.60
Total Sales of Product Income	802.60
Total Income	\$8,584.17
Cost of Goods Sold	
Cost of Goods Sold	
Literature COGS	
12&12's - COGS	19.45
AS Bill Sees It -COGS	22.89
Big Books COGS	464.67
Daily Reflections COGS	41.90
Other CODE B's - COGS	123.02
Pamphlets- COGS	1.80
Total Literature COGS	673.73
Total Cost of Goods Sold	673.73
Inventory Shrinkage	504.12
Total Cost of Goods Sold	\$1,177.85
GROSS PROFIT	\$7,406.32
Expenses	
Administrative Expenses	
Bank Charges & Fees	
Paypal cc charges	70.17
TD Bank Check Scanning	15.00
Total Bank Charges & Fees	85.17
Total Administrative Expenses	85.17

Cape Atlantic Intergroup of Alcoholics Anonymous

Profit and Loss

January 1 - April 21, 2021

	TOTAL
Committee Expenses	
Archives Committee	18.15
CAYPAA	602.59
Literature Committee	5.58
Website Committee	423.90
Total Committee Expenses	1,050.22
Office Supplies & Software	280.00
Rent & Lease	4,800.00
Utilities	
Electric Company	299.25
Hot Line Answering Service	372.20
Telephone/Internet	556.67
Total Utilities	1,228.12
Zoom Expense	1,694.36
Total Expenses	\$9,137.87
NET OPERATING INCOME	\$ -1,731.55
NET INCOME	\$ -1,731.55