

Fauquier County Chamber of Commerce
Accountant's Notes on April 2023 Financials

1. CASH ON HAND:

The Member Zone merchant account has been reconciled as of 4/30/23. The Ed Jones investment account and the Virginia National Bank checking account have been reconciled as of 4/30/23. Reports have been provided to Sarah Yakel & Jeremy Noel.

Balances as of 4/1/23:

Checking Account Balance = \$47,685.08
Ed Jones Investment Account = \$100,867.73
\$148,552.81

Balances as of 4/30/23:

Checking Account Balance = \$36,027.02
Ed Jones Investment Account = \$101,410.59
\$137,437.61

"Cash Decrease/Usage" = **<\$11,115.20>**

2. PROFIT & LOSS:

Total YTD revenue \$67,233
Total YTD expenses \$68,395

YTD Income **<\$1,162>** Prior to Investment Income, Trades & Previous Year

Comparing YTD 2023 to YTD 2022:

YTD Gross Revenue is up 3.4% \$67,233 vs \$65,000

Total Membership Income is up 26% when compared to 2022 and represents 49% of total income.

Renewal Dues are up 21%; and New Member Dues are up 49%.

Corporate Sponsorships are up 10%: \$20,400 vs \$17,105 – and represent 30% of total income.

The Valor Awards event occurs earlier than last year, so no year-over-year comparison is available. The Valor Awards appear profitable and do represent 1.75% of total income. Have all expenses been accounted for?

WBC Sponsorships are less than 2022: \$9,775 vs \$10,625; and represent 14.5% of total income.

YTD Expenses are up 41%: \$68,395 vs \$48,618

The largest expense increases were found in Insurance Expense and Office supplies.

- Insurance Expense shows an increase of 281% -- this is distorted because it was decided in 2023 to pay the annual premium in April instead of monthly installments.

- Office supplies because the Chamber purchased a new laptop for \$1,670

With the Valor Awards expense and WBC event expenses, YE 2023 is showing a loss of **<\$1,162>** which when compared to 2022's profit of \$16,388 is a significant reduction.

When comparing April 2023 to April 2022:

- * Income is down **<59%>** -- again a derivative of the valor awards expenses
- * Expenses are up 54%
- * Profit is down significantly: **<\$11,716>** vs \$8,465
April's increase in expenses is driven by the annual insurance premium and a \$2,000 event management software expense

Budget vs Actual – in the April finance committee meeting, it was decided to review this report quarterly. **As of Q1 2023:**

- Income exceeds budget by \$9,500 or 19.5%
 - Renewal dues are on budget
 - New Member dues are lagging behind budget by \$3,600
- Expenses are under budget by \$1,000 or 3%
- Q1 2023 Profit is \$10,500 compared to a projected breakeven

3. **BALANCE SHEET:**

The Chamber's cash-on-hand is \$137,400 which is 5% less than 2022. Last year, cash-on-hand was \$144,600.

There are over \$2,100 in payroll liabilities – both Employee & Employer taxes.

5. **MERCHANT PROCESSING FEE:**

Member Zone's average fee for April was 3.24%.

The fees ranged from 3.06% to 4.17%, -- 30 transactions were processed online totaling \$4,963.

6. **EDWARD JONES ACCOUNT:**

The Edward Jones investment account balance increased in April by \$542.86.

\$549.71 April's increase in value—coded to Unrealized Gain

<6.85> April check sent to the Chamber for Interest Income – coded to Unrealized Gain
\$542.86

9. ACCOUNTS RECEIVABLE/OUTSTANDING INVOICE REPORT:

As of 4.30.23, there is over \$27,000 in receivables from Members and non-members.

Current	\$5,617.50
1-30	\$3,770.00
31-60	\$4,351.50
61-90	\$4,580.00
91-120	\$2,360.00
120+	<u>\$7,085.00</u>
	\$27,764.00

Recap by Category:

Event AR =	\$736.50
Sponsorships =	\$1,275.00 – WBC (1 for 2022)
Festival =	\$425.00
Dues =	\$19,585.00

June 2023 Renewal Invoices were generated and mailed Monday = \$4,860 totaling 18 invoices.

Obviously, these renewals are NOT included in your April AR Report. If added, you would have over \$32,000 to collect.

The final 2021 outstanding invoice was written off. 2021's average collection rate was 55%.

For 2022 invoices, the average collection rate has remained constant at 68%. There is \$3,965 in unpaid 2022 invoices.

For 2023 invoices, the collection rate in April increased to 56%: up from 55% last month.

10. QUESTIONS/COMMENTS:

Accounts Receivable Write-offs

With 34% of the Chamber's AR over 90 days, when do you want these old, unpaid invoices written off and members deactivated? As a reminder, since the Chamber is on the CASH basis, the accounts receivable will not be seen on the Balance Sheet. All details related to accounts receivable are in the CRM system, Chamber Master.

Valor Awards Budget Amendment

What changes did you want made to the Valor Awards budget?

Monthly Expense Comments

- Software Expense: In April the Chamber purchased Event Software, Eventeny, for managing large events - \$2,000.
- Repairs & Maintenance Expense: In April, the copier had to be repaired - \$433.
- Insurance Expense – Paid the annual premium renewal for Liability & Work Comp insurance - \$1,009.
- Website Expense – In April, Chamber Master started breaking out the cost for the CRM software and the cost of the Chamber's evergreen website - \$149/month.
- Telephone Expense – There were no telephone expenses in March or April and this trend will continue until July. There was a billing error/over payment issue with the vendor. The chamber is being afforded several months' worth of credit for this issue.