

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

1. CASH ON HAND:

The Member Zone merchant account has been reconciled as of 5/31/23. The Ed Jones investment account and the Virginia National Bank checking account have been reconciled as of 5/31/23. Reports have been provided to Sarah Yakel & Jeremy Noel.

Balances as of 5/1/23:

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

Balances as of 5/31/23:

Checking Account Balance = \$40,075.77
Ed Jones Investment Account = \$101,783.99
\$141,859.76

"Cash Increase/Surplus" = \$4,422.15

2. PROFIT & LOSS:

Total YTD revenue	\$87,367
Total YTD expenses	<u>\$85,061</u>
YTD Income	\$2,306 Prior to Investment Income, Trades & Previous Year

Comparing YTD 2023 to YTD 2022:

YTD Gross Revenue is up 17.5% \$87,367 vs \$74,349.

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

Renewal Dues are up 28%; and New Member Dues are up 22%.

Corporate Sponsorships are up 19%: \$20,400 vs \$17,105 – and represent 23% 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% of total income. Have all expenses been accounted for?

WBC Sponsorships are less than 2022: \$10,200 vs \$11,475; and represent 11.5% of total income.

Fall Festival Booth sales have commenced and are up 2% from 2022.

YTD Expenses are up 33%: \$85,061 vs \$64,112.

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

- Advertising expense is greater than 2022 because the Chamber launched an advertising campaign in March 2023 w/QR codes in Discovery Publications.
- Office supplies because the Chamber purchased a new laptop for \$1,670.

When comparing May 2023 to May 2022:

- * Income is up 115.5% -- primarily related to launching Fall Festival 2023 booth registration in May
- * Expenses are up 7.5%
- * Profit is up: \$3,468 vs <\$6,151>

Budget vs Actual – in the April finance committee meeting, it was decided to review this report quarterly. **Q2 2023 report will be available in July:**

3. BALANCE SHEET:

The Chamber's cash-on-hand is \$140,863 which even with 2022. Last year, cash-on-hand was \$139,973.

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

5. MERCHANT PROCESSING FEE:

Member Zone's average fee for May was 3.34%.

The fees ranged from 3.07% to 5.69%, -- 52 transactions were processed online totaling \$7,204.

6. EDWARD JONES ACCOUNT:

The Edward Jones investment account balance increased in May by \$373.40; but this increase is distorted. By mistake Alec's April IRA contribution was deposited into the Chamber's savings account, not Alec's IRA account. This deposit was \$996.66. These funds will be subtracted from the savings account in June.

\$996.99 May's increase in value—coded to SUSPENSE – Alec's IRA

<\$616.55> May's decrease in value-coded to Unrealized Gains/Losses

<6.71> May check sent to the Chamber for Interest Income – coded to Unrealized Gain \$373.40

9. **ACCOUNTS RECEIVABLE/OUTSTANDING INVOICE REPORT:**

As of 5.31.23, there is over \$23,000 in receivables from Members and non-members.

Current	\$5,486.00
1-30	\$3,792.50
31-60	\$2,690.00
61-90	\$2,494.00
91-120	\$2,475.00
120+	<u>\$6,220.00</u>
	\$23,157.50

Recap by Category:

Event AR =	\$816.50
Sponsorships =	\$850.00 – WBC
Dues =	\$17,965.00

A ChamberMaster error caused **July 2023 Renewal Invoices to be generated a month early on 5.8.23 = \$2,490.00 totaling 11 invoices.** Therefore, July invoices DO appear in your 5.31.23 AR Reports.

For 2022 invoices, the average collection rate has increased a percent, up to 69%. There is \$3,310 in unpaid 2022 invoices.

For 2023 invoices, the collection rate is distorted due to the ChamberMaster error with the July invoices. Without the July invoices, the collection rate is 63%; up from 56% last month.

10. **QUESTIONS/COMMENTS:**

Accounts Receivable Write-offs

With 38% 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?

Event Me / Stripes

As noted in last month's accountant's notes, the Chamber has begun using a new software package – Event Me. This is event management software is currently being used for the Fall Festival Booth registrations. Any transactions processed through Event Me do not appear in ChamberMaster. Payments from vendors are batched and funds are deposited into the Chamber's bank account via Stripe. The booth vendor pays the credit card processing fee – not the Chamber.

Monthly Expense Comments

Telephone Expense – There were no telephone expenses in March, April or May 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.