

## **Marin OA**

### **Guidance for Meeting Treasurers Regarding Sales Taxes**

This year Intergroup will begin paying sales taxes to the State of California for literature sold at Marin meetings and Half-Day events, something we are obliged to do by law. To accomplish this it will be necessary for Treasurers at all meetings to report literature sales to the Intergroup before the end of each calendar year. To make this as simple as possible, we suggest that you report **purchases** rather than sales, relying on invoices submitted by the meeting's Literature person following literature purchases from World Service. Invoices may be accumulated for submission at the end of the year, or passed along following each literature purchase. Paper reports should be submitted to the Marin Intergroup post office box address listed below. As an alternative, digital copies of invoices may be submitted to the Meeting Liaison via email. Presently that position is held by Curtis G. His email address is cgrindahl@comcast.net.

Since we are not obliged to pay sales taxes on items given away, we ask that you identify which items appearing on the invoice are given away. For example, Newcomers packets have always been given away. If a meeting chooses to give away other items, such as pamphlets, it would be important to note that fact as well. Once we know how meetings handle these gifts we only need a report if that policy changes. We want this to be as simple as possible.

#### **Meeting Decision**

Each meeting is responsible for determining how to price items sold. Historically, this has been handled informally with the Literature person deciding for him or herself the price for each piece of literature. Perhaps the meeting would wish to establish guidelines to be used by the Literature person. Here is some information that may be useful in making such a decision.

Purchases from World Service carry a shipping charge calculated as follows:

Purchase orders for less than \$25.00 carry a \$5.00 shipping charge

Purchase orders for less than \$100 carry a shipping charge of 17%

Purchase orders for over \$100 carry a shipping charge of 12%

A meeting could choose to add both the shipping charge and sales tax to the cost of each item sold, or could choose to absorb part or all of that expense, thereby subsidizing the purchase. Intergroup, whose mailing address is in San Rafael, is obliged to pay 9% sales tax on everything sold within Marin regardless of a meeting's pricing policy. *You may wish to consider that subsidizing purchases reduces funds available for distribution within OA.*

## Distribution of Seventh Tradition and Proceeds from Literature Sales

It has historically been the case that after paying all expenses meetings will transmit funds beyond their prudent reserve to Intergroup, World Service and Region 2, according to the following formula:

Intergroup -	60%
World Service -	30%
Region 2 -	10%

Here are the mailing addresses to be used for sending funds. **Please note, the mailing address for Marin Intergroup has changed.**

### Marin County Intergroup

P.O. Box 4292  
San Rafael, CA 94913

### World Service Office

PO Box 44020  
Rio Rancho, NM 87174-4020

### OA Region 2

4733 Torrance Blvd., PMB 335  
Torrance, CA 90593

Before making disbursements it is recommended that Treasurers check with the Literature person for their meeting to make certain sufficient funds are held in reserve to cover the cost of literature. Given the cost of shipping as outlined above, it would be prudent to submit larger literature orders over \$100 rather than multiple smaller orders which carry a higher shipping charge. *(In addition, for the benefit of the entire fellowship, we suggest that all literature purchases be made through World Service.)*

When making disbursements please identify the meeting date and time as well as the Group Number for the meeting. Here are numbers for all Marin OA groups.

Monday a.m.	<b>17713</b> (Corte Madera)
Monday p.m.	<b>25454</b> (San Rafael)
Tuesday p.m.	<b>13206</b> (Mill Valley)
Wednesday p.m.	<b>54557</b> (San Rafael)
Thursday p.m.	<b>54905</b> (Novato)
Friday a.m.	<b>18924</b> (Corte Madera)
Friday p.m.	<b>52049</b> (San Anselmo)
Saturday a.m.	<b>22506</b> (San Rafael)
Sunday a.m.	<b>53863</b> (Mill Valley)

Furthermore, if you are making disbursements using Paypal, make certain it is identified as "Friends and Family" so that we may avoid the fee normally charged for Paypal transfers associated with sales transactions.

### **Questions**

If you have questions about how to handle reporting literature sales please contact Curtis. His home telephone number is 415-454-0194. You may also reach him at the email address listed on the first page.

This guidance will be added to the OA Marin website so that it will be available for each Treasurer serving Marin meetings, whether literature is sold at the meeting or not.

05/19/2018