

**Al-Anon Suffolk Information Service**  
**Board Meeting**  
**Treasurer's Report**

Brief Summary of Finances for:	2024 <u>January</u>	2023 <u>January</u>
1. Reconciled bank balance prior month end	\$ 11,446.37	\$ 10,212.06
2. Total Inflows in current month	2,888.02	601.64
3. Total Outflows in current month	(221.69)	(608.02)
4. Reconciled bank balance at current month end	\$ 14,112.70	\$ 10,205.68
5. Less Ample Reserve & Restricted Donations	(7,257.00)	(5,000.00)
6. Cash Available to Spend at January 31, 2024	\$ 6,855.70	\$ 5,205.68

**Notes for above:**

2.1 This includes Restricted Donation of \$2,160 received for Alateen Literature for Suffolk Libraries project.

2.2 Contributions received were \$ 718 exceeding the average projected monthly Contributions of \$550.

5. Restricted Donations includes the total \$2,257 received to date for Alateen projects and activities; as expenditures are made and identified by the Alateen Coordinator, this amount will change.

**Observations:**

A. Board Members are urged to be timely with submitting reimbursement requests; sending them within the same month as much as possible. This allows us to have more accurate reporting on a monthly basis and especially to enable better cash management. The PO Box reimbursement this month was actually for the last 7 months of 2023 and almost half the 2024 PO Box budget.

Respectfully submitted by Barbara B., Treasurer through 12/31/2026

Itemized Categories Monthly - Jan 2024						
<u>Inflows/Income</u>						<b>\$ 2,888.02</b>
<u>Date</u>	<u>Description</u>	<u>Source</u>	<u>Group #</u>	<u>District</u>	<u>Amount</u>	
	<u>Contribution:Group</u>					697.85
1/2/2024	Al-Anon Adult Children, Hampton Bays	Online	9785	1	20.00	
1/3/2024	Courage to Change	Online	30805696	GEA	50.00	
1/9/2024	One Day at A Time AFG, Bay Shore	Online	9603	5	100.00	
1/10/2024	East Moriches AFG	Online	43895	3	40.00	
1/12/2024	Hope For Today AFG, Babylon	Online	501297	5	50.00	
1/16/2024	Miracles Off Main AFG, Northport	Mail	10135	4	110.00	
1/16/2024	East Northport Parents AFG	Mail	34884	4	25.00	
1/16/2024	Wednesday AM Step AFG, Northport	Mail	10138	4	200.00	
1/16/2024	Babylon Tuesday Night AFG	Mail	9590	5	25.00	
1/16/2024	Friday PM AFG Step Meeting, Northport	Mail	10136	4	17.85	
1/16/2024	Listen & Learn Adult Children AFG, Sayville	Mail	28651	3	60.00	
	<u>Contribution:Individual</u>					20.00
1/29/2024	Kathleen S.	Online			20.00	
	<u>Contribution: Restricted</u>					2,160.00
1/18/2024	Alateen Donation From Al-Anon Member **	Check			2,160.00	
	<u>Contribution:QtrlyMtgCollection</u>					5.00
1/19/2024	Listen & Learn Adult Children AFG, Sayville	Online	28651	3	5.00	

	<u>Interest</u>					0.54
1/31/2024	TD Bank					0.54
	<u>Literature Donations</u>					15.00
1/16/2024	Books at ASIS Event					15.00
	<u>SQ Service Fee</u>					(10.37)
1/2/2024	Al-Anon Adult Children, Hampton Bays					(0.88)
1/3/2024	Courage to Change					(1.75)
1/9/2024	One Day at A Time AFG, Bay Shore					(3.20)
1/10/2024	East Moriches AFG					(1.46)
1/12/2024	Hope For Today AFG, Babylon					(1.75)
1/19/2024	Listen & Learn Adult Children AFG, Sayville					(0.45)
1/29/2024	Kathleen S.					(0.88)
<u>Outflows/Expenses</u>						<b>\$ (221.69)</b>
<u>Date</u>	<u>Description</u>	<u>Budget Line</u>			<u>Amount</u>	
	<u>Mileage</u>					(24.64)
1/22/2024	Theresa Murphy	PO Box Expenses			(24.64)	
	<u>Other:Event Fee</u>					(51.50)
1/17/2024	Barbara Byrne-TOB Health Fair fee	Public Outreach			(51.50)	
	<u>Other:Event Participation</u>					(25.00)
1/23/2024	Maureen Peck-AA Marathon Meeting	AA Liaison			(25.00)	
	<u>Postage</u>					(32.56)

1/22/2024	Theresa Murphy-2nd half 2023	PO Box Expenses		(18.96)	
1/23/2024	USPS-postage stamps	Treasurer		(13.60)	
	<u>Telephone</u>				(87.99)
1/27/2024	Verizon	Telephone Service		(87.99)	
Net Inflow(Outflow) for the month					<b>\$ 2,666.33</b>
<b>Footnotes</b>					
	** Earmarked for Alateen project to provide Alateen books to Suffolk County Libraries				

1	<b>2024 ASIS Budget Progress</b>	<b>Authorized Budget</b>	<b>Spending YTD</b>	<b>January</b>
2				
3	<b>PROJECTED VS. ACTUAL BUDGET INCOME</b>			
4	Contributions Mail	4,092.00	438	438
5	Online	2,508.00	280	280
6	<b>Contributions Subtotal</b>	<b>6,600.00</b>	<b>718</b>	<b>718</b>
7	Literature donations at events	900.00	15	15
8	Alateen earmark	96.80	2,160	2,160
9	Discretionary earmark (Dist. 4 & 5)	1,117.00	-	-
10	Quarterly meeting collection	360.00	5	5
11	Bank Interest	4.00	1	1
12	Square Processing Fees	-	(10)	(10)
13	<b>CREDITS TOTAL w/o hugs</b>	<b>9,077.80</b>	<b>2,888</b>	<b>2,888</b>
14	<b>Hugs, Hope &amp; Healing (2019 Hugs Model)</b>			
27	<b>CREDITS TOTAL w/ hugs</b>	<b>11,767.80</b>	<b>2,888</b>	<b>2,888</b>
28	<b>PROJECTED VS. ACTUAL BUDGET EXPENSES</b>			
29	<b>1-CHAIR</b>			
30	Rent, 11 months	(100.00)	-	-
31	Supplies	(56.10)	-	-
32	Discretionary earmark (Dist. 4 & 5)	(1,117.00)	-	-
33	Zoom Pro Account	(159.90)	-	-
34	<b>subtotal</b>	<b>(1,433.00)</b>	<b>-</b>	<b>-</b>
35	<b>2-VICE CHAIR</b>			
36		-	-	-
37	<b>subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>
38	<b>3-TELEPHONE SERVICE</b>			
39	Verizon, monthly	(1,200.00)	(88)	(88)
40	Supplies	(66.00)	-	-
41	Postage	(11.00)	-	-
42	<b>subtotal</b>	<b>(1,277.00)</b>	<b>(88)</b>	<b>(88)</b>
43	<b>4-SPEAKER EXCHANGE (Virtual)</b>			
44		-	-	-
45	<b>subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>
46	<b>5-WEBSITE</b>			
47	Hosting (Prepaid thru June 30, 2026)	-	-	-
48	Bank fee for international transaction	-	-	-
49	<b>subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>
50	<b>6-P.O. BOX</b>			
51	P.O. Box Rental Farmingville 12 months	(200.00)	-	-
52	P.O. Box Fees & Reimbursements	-	-	-
53	Mileage	(50.00)	(25)	(25)
54	Postage & Supplies /	(40.00)	(19)	(19)
55	<b>subtotal</b>	<b>(290.00)</b>	<b>(44)</b>	<b>(44)</b>

1	<b>2024 ASIS Budget Progress</b>	<b>Authorized Budget</b>	<b>Spending YTD</b>	<b>January</b>
2				
56	<b>7-ALATEEN</b>			
57	Libraries Project		-	-
58	Literature	(1,830.00)	-	-
59	Alateen earmark	(96.80)	-	-
60	Mileage	(70.00)	-	-
61	Postage & Supplies	(20.00)	-	-
62	Printing	(300.00)	-	-
63	<b>subtotal</b>	<b>(2,316.80)</b>	-	-
64	<b>8-CORRESPONDING SECRETARY</b>			
65	Supplies	(100.00)	-	-
66	<b>subtotal</b>	<b>(100.00)</b>	-	-
67	<b>9-LIAISON TO AA</b>			
68	Mileage	(100.00)	-	-
69	Copies	(50.00)	-	-
70	Insurance (Traditions Workshops)	(125.00)	-	-
71	Rent (Traditions Workshops)	(50.00)	-	-
72	Unity Breakfast Tickets for Board Service Positions/Speakers	(376.00)	-	-
73	EACYPAA Scholarships	(300.00)	-	-
74	Miscellaneous		(25)	(25)
75	<b>subtotal</b>	<b>(1,001.00)</b>	<b>(25)</b>	<b>(25)</b>
76	<b>10-LIAISON TO NASSAU (ALISON)</b>			
77	Mileage	(25.00)	-	-
78	<b>subtotal</b>	<b>(25.00)</b>	-	-
79	<b>11-PUBLIC OUTREACH</b>			
80	Literature	(660.00)	-	-
81	Expenses	-	(52)	(52)
82	Mileage	(40.00)	-	-
83	<b>subtotal</b>	<b>(700.00)</b>	<b>(52)</b>	<b>(52)</b>
84				

1	<b>2024 ASIS Budget Progress</b>	<b>Authorized Budget</b>	<b>Spending YTD</b>	<b>January</b>
2				
85	<b>12-PUBLIC &amp; INSTITUTIONAL OUTREACH</b>			
86	Literature	(1,540.00)	-	-
87	Printing	(200.00)	-	-
88	Mileage	(350.00)	-	-
89	<b>subtotal</b>	<b>(2,090.00)</b>	-	-
90	<b>13-RECORDING SECRETARY</b>			
91	Supplies	-	-	-
92	<b>subtotal</b>	-	-	-
93	<b>14-LITERATURE</b>			
94	Books	(1,200.00)	-	-
95	Expenses	(60.00)	-	-
96	<b>subtotal</b>	<b>(1,260.00)</b>	-	-
97	<b>15-TREASURER</b>			
98	Postage	(60.00)	(14)	(14)
99	Supplies	(75.00)	-	-
100	Mileage	(30.00)	-	-
101	<b>subtotal</b>	<b>(165.00)</b>	<b>(14)</b>	<b>(14)</b>
102	<b>16-MEETINGS LIST</b>			
103	Mileage	-	-	-
104	Miscellaneous	-	-	-
105	<b>subtotal</b>	-	-	-
106	<b>17-ASIS NEWSLETTER (UNFILLED)</b>			
107				
108	<b>18-LIAISON TO NY SOUTH ASSEMBLY (UNFILLED)</b>			
109	Mileage	(60.00)	-	-
110	<b>subtotal</b>	<b>(60.00)</b>	-	-
111	<b>19-DIGITAL SERVICES Coordinator</b>			
112	Equipment	(450.00)	-	-
113	<b>subtotal</b>	<b>(450.00)</b>	-	-
114	<b>20-CHOICES CHAIR (UNFILLED)</b>			
115	<b>21-ARCHIVES (UNFILLED)</b>			
116	<b>22-CONTRIBUTION TO AFG INC. (2.5% Available Cash per Quarter)</b>	<b>(300.00)</b>	-	-
117	<b>23-CONTRIBUTION TO NY SOUTH ASSEMBLY (% as above)</b>	<b>(300.00)</b>	-	-
118				
119	<b>24-MISCELLANEOUS</b>	-	-	-
120				
121	<b>25-ASIS PROJECTED VS. ACTUAL EXPENSES</b>	<b>(11,767.80)</b>	<b>(222)</b>	<b>(222)</b>
122	<b>26-NET: CREDIT (DEBIT)</b>	-	2,666	2,666
123			<b>YTD</b>	<b>January</b>
124				



**Bank**

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E



AL-ANON SUFFOLK INFORMATION SERVICE  
PO BOX 87  
MEDFORD NY 11760

Page: 1 of 4  
Statement Period: Jan 01 2024-Jan 31 2024  
Cust Ref #: 7927434121-718-E-\*\*\*  
Primary Account #: 792-7434121

**TD Business Interest Checking**

AL-ANON SUFFOLK INFORMATION SERVICE

Account # 792-7434121

Statement Balance as of 01/01		11,446.37
Plus	11 Deposits and Other Credits	2,887.48
Plus	Interest Paid	0.54
Less	4 Checks and Other Debits	196.69
Statement Balance as of 01/31		14,137.70

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

**Transactions by Date**

Date	Description	Amount	Balance
01/02	CCD DEPOSIT, SQUARE INC 240101P2 L211478039837	19.12	11,465.49
01/03	CCD DEPOSIT, SQUARE INC 240103P2 L211478157448	48.25	11,513.74
01/09	CCD DEPOSIT, SQUARE INC 240109P2 L211478590344	96.80	11,610.54
01/10	CCD DEPOSIT, SQUARE INC 240110P2 L211478667447	38.54	11,649.08
01/12	CCD DEPOSIT, SQUARE INC 240112P2 L211478862228	48.25	11,697.33
01/16	DEPOSIT	335.00	12,032.33
01/16	DEPOSIT	15.00	12,047.33
01/17	DEPOSIT	102.85	12,150.18
01/17	DEBIT	51.50	12,098.68
01/18	DEPOSIT	2,160.00	14,258.68
01/22	CCD DEPOSIT, SQUARE INC 240122P2 L211479564214	4.55	14,263.23
01/23	Check #837	43.60	14,219.63
01/24	DEBIT POS AP, AUT 012424 DDA PURCHASE AP USPS PO 3 1905 ROUTE 1 MEDFORD * NY 4085404035685449	13.60	14,206.03
01/26	ELECTRONIC PMT-WEB, VERIZON VZ BILLPAY 8503811820001	87.99	14,118.04
01/29	CCD DEPOSIT, SQUARE INC 240129P2 L211480124674	19.12	14,137.16
01/31	INTEREST PAID	0.54	14,137.70





# How to Balance your Account

**Begin by adjusting your account register as follows:**

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

① Ending Balance 14,137.70

② Total Deposits + \_\_\_\_\_

③ Sub Total \$ 14137.70

④ Total Withdrawals - 25.00

⑤ Adjusted Balance \$ 14112.70  
*Quicken register balance*

DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>	<u>      </u>	

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
<i>AK# 838</i>	<i>25</i>	<i>—</i>
<i>M. Peck</i>		
<i>1-23-24</i>		
<b>Total</b>		

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Withdrawals</b>	<u>25</u>	<u>—</u>

**FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston, Maine 04243-1377**

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

**INTEREST NOTICE**

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

**FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY**

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.



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AL-ANON SUFFOLK INFORMATION SERVICE

Page: 3 of 4  
Statement Period: Jan 01 2024-Jan 31 2024  
Cust Ref #: 7927434121-718-E-\*\*\*  
Primary Account #: 792-7434121

Checks Paid	No. Checks: 1	*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments
01/23	837	43.60

INTEREST SUMMARY

Beginning Interest Rate	0.05%
Number of days in this Statement Period	31
Interest Earned this Statement Period	0.54
Annual Percentage Yield Earned	0.05%
Interest Paid Year to date	0.54



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AL-ANON SUFFOLK INFORMATION SERVICE

Page: 4 of 4  
Statement Period: Jan 01 2024-Jan 31 2024  
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AL-ANON SUFFOLK INFORMATION SERVICE  
PO BOX 288  
FARMINGVILLE, NY 11738

837

Jan 19 2024

Pay to the order of T. Murphy \$ 43.60  
Forty-three & 00/100

TD Bank

Ac: Robt-bal 2023

0260136730 7927434121 0837

#837      01/23      \$43.60