

Annual Treasurer's Report for Fiscal Year 6/1/95 - 5/31/96

Balance in checking acct: 1670.43

Balance in savings: 142.60

Totals for the year:

The Appeal Letter: 13,030.95 Cost: 4,956.82 for a net profit of: \$8074.13

Donations: 1400.00

Golf Tournament: \$21,450.00 Cost: \$6024.00 with a net profit of: \$15,426.00

Hall Use: \$12,515.00

Miscellaneous Income: 1,282.50

Nursery Group: 38,961.00

Rough Estimate of Cost (Insurance, nursery group related salaries, and payroll taxes)  
\$57,461.00.

Our net ordinary income for the year after expenses was: (\$22,332.64) - a loss  
(from the Profit and Loss statement)

Oppenheimer Transfers: \$24,000.00

George Yates at Dayton Insurance received the renewal for our liability coverage with a significant premium increase, he began shopping around for a lower premium and encountered many questions asking if we were licensed for Day Care. They will not write the coverage unless we are licensed day care center. He called Suffolk County and the general rule of thumb is that if you meet regularly with more than 14 children it is considered by Suffolk County to be child care, and thus requires a license. Suffolk County has sent us a packet of information, this arrived yesterday at the insurance company and was forwarded by mail to the house. Will probably arrive tomorrow. The current policy can be renewed at the higher premium, however, Mr. Yates is concerned about the legal ramifications if the association is not properly licensed.

The Appeal Letter: The cost of \$4,500.00 has now risen to \$5,000.00, due to check written prior to close of fiscal year to purchase the town mailing list. I checked with Steve Haweeli, of WordHampton, a local public relations firm, and he advised me that our return of 307 checks on 14,000 pieces was excellent, however, he felt that there might be some way to lower the cost of the appeal letter. I have checked with the Association for the Help of Retarded Children's Print Shop in Bohemia. For 21¢ a piece or \$2520.00 for 12,000 pieces, they would print the letter, trifold the letter, trifold the return envelope, stuff envelopes, seal, affix the label, sort according to specifications for bulk mail. All that would have to be done would be to deliver to the Post Office. Turnaround time would be two weeks. Montauk Printing would do the same price as last year. Although having AHRC do this job, might save us some money, it does not appear to be a significant decrease.

In addition to these expenses, the mailing list was not saved last year, and would have to be purchased again. This cost 500.00 last year. We have the names and addresses of all the people who we sent thank-you letters to last year in the computer. I would think it would be nice to send those 307 people a separate letter indicating that we need their help once again. A regular appeal

letter would be sent either to the purchased mailing list or to a mailing list we draw up ourselves. Perhaps Dick would give us the Schenk's mailing list once again, and maybe the Chamber of Commerce list, since Dick feels the businesses should be approached as well. Of course if we go with a smaller number in the mailing, our price per piece would be higher, but this would lower the overall cost. Over the past few years, the amount of money collected for the appeal letter has ranged from 6,000 to 8,000. I do not have the figures for the cost of the appeal letter in those years, so I can not tell if the net profit varied with the number of pieces sent out. Once I know what you would like me to do, I will proceed.

I told Dick when I came on board I would accept the same salary as the previous treasurer. I have analyzed the time and cost to me, and I determined that the costs I sustained above and beyond my salary were connected with the Thank-you letters. I donated \$350.00 worth of services to the Neighborhood House over the course of 1995. If you choose to continue my position, I would like to agree to remain at the same salary, but bill the Neighborhood House for the extra services involved with the Thank-you letters for the Appeal and the production of the Appeal Letter.

I have enjoyed my post at the Neighborhood House this past year, and look forward to working with all of you in future years.

**Respectfully Submitted,**



**Lynn Allen,  
Treasurer**