

MAICO OFFICE MANAGER'S REPORT

January 13, 2008

Volunteers:

Monday/Tuesdays/Saturdays: Sue C., volunteer coordinator is making sure office is covered when needed. Any new volunteers I give their names & phone numbers to Sue and she calls them. All volunteer slots are covered for January & February. Training someone new for Saturdays this week.

December incoming Calls:

12-Step – 8

Meetings – 55

Information – 44

Rides to meetings – 0

Special Needs - 0

Other 12-Step Programs –

Al-Anon – 6

Alateen - 1

Narcotics Anon. – 1

Request for Directory or meeting list –

E-Mail – 0

Fax – 0

Mail – 0

Web Site – 7

- 1) DC3585 Copier – Wisconsin Copy is picking up the old copier (out of toner) this week, the charge will be \$89.90 for them to discard safely. The copier donated by AA members will be put in its place in the back room.
- 2) 12/31/08 Physical Inventory – Cindi S. & helpers started the inventory and I finished it up on Jan. 2nd. There was a decrease in inventory by \$212.31 from the June inventory total. Adjusted in Peachtree.
- 3) Quarterly reports, Fed & State Payroll taxes and Sales taxes & W-2 will all be taken care of by the end of the month.