

TO: Phil  
FROM: Darla  
DATE: May 28, 2004  
SUBJECT: **Office Manager's Report – May**

**Bank Balance:**

Our bank balance as of today is **\$33,961.76** in checking and **\$5,570.50** in savings.

We managed to transition through the period when we're paying the convention hotel and just beginning to receive convention income without any problems. I'm surprised and relieved that our bank balance has stayed so healthy to date. I'll continue to bill the three metro papers early for their quarterly dues throughout this year, and we apparently won't have to bill the legislative assessment until late summer.

**Update:**

- **2003 Income Tax** – The box of 2003 financial data will be picked up by courier on Tuesday (June 1) and delivered to Threadgill, Ryan & Associates. I managed to get this to our accountant in time for the second of the year's three tax deadlines for once (we usually file on the third and last deadline).

Modena worked parts of three days to put together the 2003 ledger ring binder, as she did last year, and was paid \$174 from petty cash (contract labor).

- **Budget Projection** – With that last bookkeeping task (2003 income tax) out of the way, I'm able to work now on the end-of-May budget figures and end-of-year projection. Per your request, my deadline for getting all data to you will be Friday, June 18.
- **Convention** – Of \$42,022.00 in post-convention billings, \$37,013.50 has been paid and \$5,008.50 is still due. Of that \$5,008.50 due, however, \$1,271.00 was billed to no-shows and therefore is in question. With prepaid deposits added in, maximum convention income totals \$50,972.00. I'll have an updated prediction of our 2004 convention profit as I work on the budget projection.
- **Pension update (not)** – We're still waiting for Jack Foley to let us know when he'll come see us and deal with the accumulating shortages and deficits in contributions. I left him a phone message again late this week.
- **Directory Order Form Flyers** – The second and last mailing of these 2004 directory order forms was processed early this week by Smartmail and we've begun receiving a few orders. I'm keeping this mailing list of 5-6,000 names in-house now so that I can update it myself during the year and save TDNA the cost of buying some of the mailing lists and mailing labels used each year.
- **Summer Interns** – Helen has begun canvassing member papers for the names of their summer interns so she can send them a certificate signed by TDNA's president. She'll also be publicizing the summer intern contest soon.