

TO: Phil
FROM: Darla
DATE: May 2, 2003
SUBJECT: **Office Manager's Report – April**

Bank Balance:

Our official bank balance as of today is **\$27,755.49** in checking, **\$4,956.45** in savings, and **\$29,873.30** in a six-month \$30,000 treasury bill.

Update:

- **Convention** – Billing to attendees has not yet gone out. Will be processed next week after we get an answer from Driskill on revised hotel costs.
- **Telephone Service** – We switched to Logix Communications on April 30. Voice mail should be functioning within a few days.
- **Bookkeeping** – Am beginning to work on catch-up of monthly bookkeeping from October 2002 to today.
- **Retirement Scenarios** – The future forecasting of salaries, payroll taxes, health insurance and pension contributions for various staffing scenarios should put me ahead for 2004 budgeting later in the year.
- **Webpage updates** – I spent a little time editing the webpage and e-mailed a list of new publisher names, etc. to Ky Hote. As I find time, I will continue to help Ken with this during the legislative session.

Pending:

- **Ad Rate Survey** – Still waiting for a bit more time.

Overtime:

I took 4 days of comp time (including convention comp day) in April, and I will be off next Friday, May 9.