

TO: Phil
FROM: Darla
DATE: March 31, 2003
SUBJECT: **Office Manager's Report – March**

Bank Balance:

Our official bank balance as of today is **\$26,472.79** in checking, **\$4,952.31** in savings, and **\$29,873.30** in a six-month \$30,000 treasury bill.

Update:

- **Convention** – is over! I'll be organizing expenses over the next couple of weeks and getting ready to bill attendees.
- **Telephone Service** – Logix Communications will be switching us over to their service within the next couple of weeks.
- **Insurance** – Renewal of both health and dental insurance takes effect tomorrow on April 1. I barely had time to look at them before the convention, so I need to find out what policy changes are going into effect, discuss Roger Galloway's alternate United HealthCare plan with him, and see if it's too late to make any changes now.
- **Pension Plan Restatement** – I'm reading the documents SEBS sent for you and the board of directors to sign. This is a restatement of TDNA's plan in compliance with GUST legislation as required by IRS. I am aware of this restatement requirement, although I don't recall our signing a document exactly like this in past. If you want, I will call SEBS for more information and to find out if anything in TDNA's retirement plan is being amended. I do know, however, that processing this document costs us \$675.00 because we received the bill today from SEBS.
- **Bookkeeping** – Now that the convention is over, I will begin working on monthly financial summaries, reconciling bank statements, completing last year's budget documents in order to gather income tax materials for 2002, and bringing bookkeeping up to date in preparation for the first 2003 budget projection. While Helen and I have kept up with paying bills, posting income and making deposits (more quickly in QuickBooks), each month has not been balanced since the end of last September.

Pending:

- **Ad Rate Survey** – I'll start on this after I get some bookkeeping caught up.

Overtime:

I worked about 10 hours or so of overtime during March not counting the convention. As you know, I'll be off this Thursday/Friday and next Monday/Tuesday. If possible I would like to count those four days as comp time. If not, I will apply whatever number of vacation days you determine.