

TO: Phil
FROM: Darla
DATE: July 29, 2004
SUBJECT: **Office Manager's Report – July**

Bank Balance:

Our bank balance as of today is **\$24,155** in checking and **\$5,572.35** in savings. Third quarter dues statements were mailed a couple of weeks ago and payments are coming in. When I return from this vacation it will be time to process the legislative assessment.

Update:

- **July 22 Board Meeting follow-up** – You have an e-mail stating that Ken has faxed out the HUD alert, that we still have a news release to send out on the resolution concerning recorded votes, and asking about comments on Internet taxes.
When I return from vacation we will process a mailing to those board members we've not yet heard from in regard to their contacting delinquent or dropped members. I have already heard from, and responded to, Wes Turner concerning Belden Associates, and Tech-Energy due to Buddy King's contact.
- **Pension update** – Jack Foley was here today to meet with you and me and I was able to get answers to my questions, as follows:
 - a check was written to Jefferson-Pilot, and given to Jack, to cover catch-up payments to annuity accounts for Ken, Helen and me
 - which also explains the check we previously received from Jefferson-Pilot
 - the excess in your account will remain in your account and will hopefully be yours eventually (so I'll stop counting in that "refund" of excess contributions in the TDNA budget)
 - Jack was given a copy of TDNA's 5500 income tax return on the pension plan
 - I am to notify Jefferson-Pilot that they should put Ken back on our monthly billing statements
 - monthly billings do not need to be adjusted until the end of the year
- **QuickBooks training** – My Level 1 QuickBooks class on July 19 was very helpful, and I have scheduled a Level 2 class on Tuesday, August 17. I think that by the end of this year I will (finally) be fully utilizing QuickBooks for all TDNA financial reports, reconciliation of bank statements, and cash flow monitoring.

- **Miscellaneous Projects:**

- I have created a newspaper membership history going back to 1973, which took about a day of my time. (There are about 40 daily newspapers that have been nonstop members for those past 30 years.) If I find older member data, and have time, I will extend the history farther into the past. I also plan to make an associate member list, perhaps later this year.
- I have cleaned out and defragmented my computer and reorganized my computer disc storage system. This actually took me about a week, but I should now be able to find old data more easily and my disc files are ready to move to the new office. (Defragmenting is a program within the computer that cleans out deleted data and sorts cells to make its internal usage of memory space more efficient and thus faster. It takes a while to run, usually 2-3 hours depending on how long it's been since the last defragmenting.)
- Packing, trashing and reorganizing TDNA records in preparation for the December move is about to begin again.

Vacation: I'll be gone from Friday, July 30, through Friday, August 6. You all have phone numbers in case you need to reach me in Oregon.