

TO: Phil
FROM: Darla
DATE: June 24, 2003
SUBJECT: **Office Manager's Report – June**

Bank Balance:

Our official bank balance as of today is **\$11,585.51** in checking, **\$4,960.42** in savings, and **\$29,873.30** in a six-month \$30,000 treasury bill that will mature in August.

Update:

- **Bank Balance** – As with last year, when the legislative assessment was billed earlier in the year in order to preserve TDNA's cash flow, available funds are still in precarious condition. Year-end budget deficits from the past three years lowered the well to the point that the 2002-2003 legislative assessment was sucked up without bringing cash flow back up to a safe level.

I'm sure we will need to merge the entire savings account into our checking account soon, which is no great loss of interest anyway since savings have been earning only about \$2 a month. But I hope we won't have to cash in our Treasury Bill early, because it will mature in one more month and will earn the only real interest we'll get this year.

- **2003 Budget Projection** – 90% completed. Although this year should end with a profit, it won't be the profit budgeted so it won't be able to completely correct the deficit cash flow. Before giving you the report, I'm rechecking my figures and trying to see if there is any primary cause or whether it is the cumulative effect of a lot of small income losses and expense overages. I've created graphs of each budget category to get a better picture of increases over the years, and I'm trying to predict when TDNA will need some sort of special assessment or other financial assistance to carry us over until 2004 dues are billed. I'll also let you know if there is any spending we can delay until the first of the year.
- **Convention** – With all expenses paid and almost all billings received, our net profit is projected to be \$7,394, which is \$2,606 less than the \$10,000 budgeted. As I have written in the projection report, low attendance was the problem. Even with the \$5,000 hotel attrition, expenses weren't out of line when compared to past years. But we shaved about \$30 off the per-person cost to give attendees a break, which reduced the net profit.
- **Pension Plan** – You have received the annual 5500 report from SEBS. I'll look it over before having you sign it and mailing it to the IRS. I've been holding another big pension document from SEBS (retirement plan adoption and administrative services agreements) on my desk, per Jack Foley's directions, until after this 5500 report is completed. And, we received the recent valuation from SEBS stating that TDNA's pension plan was overpaid last year and that we must take action to avoid paying excise taxes.

Budgeting and board reports are keeping us busy right now, but we'll have to deal with these pension plan issues soon so I'm faxing a memo to Jack Foley today to get him started working on it.

If there is a large amount of pension premiums to be transferred from 2002 to the 2003 plan year (which I assume would push this year's contributions into next year) this may give some small financial relief to the budget, but not to cash flow since these pension contributions have already paid.