

TO: Phil
FROM: Darla
DATE: July 1, 2002
SUBJECT: **Office Manager's Report – June**

This month's report focuses on budget issues only.

Bank Balance:

- Our actual bank balance as of today is \$19,541.41 in checking and \$4,924.84 in savings.

2001:

- The 2001 budget year ended with a deficit of \$8,685 after absorbing \$25,041 in move-related expenses. (You have details in the "2001 Budget Year-End Summary.")

2002:

- This year's budget is projected to end with a deficit of \$18,016 at current income and expense rates. Since the 2002 operating budget has already been pared down to balance at zero, it will be hard to further cut expenses to reduce the year-end deficit. To eliminate the 2002 deficit, associate member dues income must also be increased. (You have details in the "Year-End Budget Projection at end of May 2002.")

Surplus:

- The carryover surplus at the end of 2000 was \$2,330.78. The 2001 contingency amount of \$5,000 was added, the 2001 budget deficit of \$8,685 was subtracted, and \$2,028 in bad debts from 1999 and 2000 was subtracted ... turning the accumulating surplus into a deficit of \$3,382.44 at the end of 2001.
- If this year's budget should end in a deficit of \$18,016 as currently projected, the accumulated deficit at the end of 2002 would be \$21,398 in the red.

Cash Flow:

- I'm estimating that our cash flow will become a problem during the month of July and again in October. Those are times when quarterly dues are billed, and that income takes a few weeks to arrive. We have already briefly experienced a minus cash balance in April while convention bills were being paid. The July 1 semi-annual, quarterly, and monthly dues statements have been mailed.
- Although I cannot predict cash flow precisely, I think we will need \$20,000 of the 2002-2003 Legislative Assessment money late in September or early in October. I will let you know if I see this picture changing.

Legislative Assessment:

- Notice letters were mailed to all member publishers May 16, 2002 alerting them to the upcoming assessment and informing them of the amount their paper will be asked to contribute. That letter said billing statements would be mailed in November.
- Assuming some metro papers will be asked to make their assessment payments early, here are the figures for the largest Texas newspapers:
 1. \$8,731.76 – *Houston Chronicle*
 2. \$8,613.72 – *Dallas Morning News*
 3. \$4,069.80 – *Fort Worth Star-Telegram*
 4. \$3,852.12 – *San Antonio Express-News*
 5. \$2,923.89 – *Austin American-Statesman*
 6. \$1,208.91 – *El Paso Times*
 7. \$1,063.16 – *Lubbock Avalanche-Journal*
 8. \$1,062.21 – *Corpus Christi Caller-Times*
- A complete list of assessment amounts by newspaper circulation size is attached, with board members' assessments in bold.

Work Load:

- I worked 22-1/2 hours overtime last week (weekdays and Sunday) wrapping up 2001 finances and completing the 2002 budget projection. I will probably work a little more overtime this week until we get the board books mailed, then my work load will be back to normal.