

TO: Ken
FROM: Darla
DATE: May 17, 2006
SUBJECT: **Office Management Report – February, March, April, May**

Bank Balance:

TDNA has \$40,805.77 in checking (and the check to the Renaissance Worthington Hotel has cleared the bank) and \$83,590.80 in savings – a total of **\$124,396.57**.

Updates:

- **Payroll** ... We signed up with PayChex again today and they will handle our next payroll to be direct deposited Monday. Our rep Kari Leuck quoted a rate of \$32.52 per payroll, which would be \$65.04 a month. If it really works out that way (without hidden fees and extra costs) that will be the lowest monthly service fee we've ever paid with either PayChex or ADP.
- **New Pension Plan** ... I've given you a complete analysis of our current pension plan with Jefferson-Pilot. If a 401k plan would give us 3% of salary, that would not be as much as we're currently (supposed to be) getting with our J-P target benefit plan. However, it won't matter to me much longer because I wouldn't be getting anything with the current J-P plan after I turn 65 in a couple of months.
- **Old Pension Plan** ... My concern right now is to get our contributions up to date with the J-P plan – especially for me since my plan is about to end. And because, according to the J-P target benefit formula, I was supposed to getting most of my pension plan contributions this year and in the past couple of years. But nothing much has changed with our J-P plan in the last ten years or so, and I think my own annuity may be as much as \$20,000 behind in contributions. I emailed Lee Burhenn at Southeastern Benefit Services today (and copied you) asking for an update.
- **Advertising Revenue Survey** ... We received only two responses (one more came in after the deadline). Since Darrell Coleman was away from his office on vacation when I emailed him, I decided to send out a second call for data. The *Houston Chronicle's* advertising director, who just found our mailing and sent in his data, suggested I do it by email. Since I don't have an advertising listserver yet, I won't get that out until after I get back.

- **Website** ... Fred has finished revamping our list of daily newspapers and updating links to the papers. We can now edit this information ourselves. When I get back next week I'll start checking the publisher names, etc. Fred has given me his invoice for \$525 for converting our database. He showed me how he can integrate legislators with the newspapers, and he will be talking to you about it when you are both in the office again. Fred will be out for the rest of this week.
- **Convention** ... Convention payments have been coming in steadily. I have a feeling that at least half have been paid. We should make our \$1,000 profit. Despite the low sign-up for golf this year, we ended up with no golf costs at all since the tournament was rained out. I think I have already given you the complete accounting of convention costs, but let me know if you don't have it.
- **Bookkeeping** ... I'm finally catching up with the past six months of bookkeeping and am closing in on a summary and ending balance for 2005. Luckily, I had all of our payroll records up to date through the end of April 2006, so I had everything ready for PayChex today.
- **Hanging** ... As always, the associate member drive is still pending. Also, I plan to help you gather information on membership requirements at other state press associations so we can perhaps revise our by-laws to allow online newspaper memberships and present that information at the July 13 board meeting.

Vacations:

I'll be gone the rest of this week and the first of next week – Thursday, Friday, Monday, Tuesday – and will be back in the office next Wednesday, May 24.

I'll be gone the week of June 5-9.