

TO: Phil  
FROM: Darla  
DATE: May 2, 2002  
SUBJECT: **Office Manager's Report – April**

**Updates:**

- 2002 budget - My figures are together so we can finalize the 2002 budget.
- Pension Plan - See my memo to you and Jack Foley. If we are really to pay only \$14,482.28 for 2002 as shown on the latest SEBS projection, we've already paid all but \$786.36 of that. But I suspect we'll end up paying more out of this calendar year. Jack will have to tell us what else we must pay this year.
- Survey - 43 members have responded to the second-in-command survey. Attached is a list of papers that have responded so far.

**Pending:**

- 2001 income tax information to accountant. *[by early summer]*
- Figure out the programming for the two 10-button phones.
- Advertise the new *Law & the Media in Texas*.

**Financial:**

- Our actual bank balance as of today is \$36,376.19 in checking and \$4,918.61 in savings. As soon as we get 2<sup>nd</sup> quarter dues from either *The Dallas Morning News* or *Houston Chronicle* we can pay the Omni Houston Hotel. When we have both dues checks, we can also pay the American Express bill with the Great Caruso charges on it. We've received over \$15,000 in convention billing payments, and CNHI has resumed paying dues for its papers.

**Work Load:**

- Convention activities have been completed so that I can now concentrate on completing 2001 year-end figures and beginning the 2002 projection.