

TO: Phil
FROM: Darla
DATE: September 4, 2003
SUBJECT: **Office Manager's Report – August**

Bank Balance:

Our official bank balance as of today is **\$47,939.41** in checking and **\$252.12** in savings. The treasury bill matured in August and was deposited into checking. Our August bank statement shows we earned 06¢ interest on savings and paid a \$12.00 service charge, so today I transferred \$2,300 from checking to meet the \$2,500 minimum balance necessary to avoid this service charge.

Update:

- **Early Dues Billing** – So far only the *San Antonio Express-News* has paid its 4th quarter dues. We have not yet received payments from *The Dallas Morning News* or *Houston Chronicle*. Those three invoices were mailed August 15. On October 15 the same three papers will be billed 1st quarter 2004 dues and the *Fort Worth Star-Telegram* will be billed for its annual 2004 dues. All together, these two billings will put \$94,130.30 in the bank earlier than normal – \$31,191.73 for this billing, and \$62,947.57 for the next billing.
- **Helen's Activities:**
 - Campus Visits mailings have gone out to colleges
 - Fentress Award entries being received
 - Collecting names of papers accepting 2004 summer interns
 - Monthly Linage Report
- **My Activities:**
 - Compiling schedule of all projects to the end of the year (board elections, EVP evaluation, directory revision, 2004 summer intern posters, campus visits, all awards contests, board meeting) ... and I'll be starting these projects soon.
 - Income tax materials will be taken to accountant next week. Modena will work tomorrow morning (Friday) to assemble my 2002 budget accounts ring binder which involves a lot of repetitive copying and cutting and pasting.
 - Monthly Circulation Report – last month I changed the data submission form to an Excel file at the request of some participants. It was previously in Word format. The Excel form adds up totals automatically, and is more compatible software for many circulation departments.

Vacations:

1 week to Oregon completed.

1 week boat trip September 15th through 19th – I won't be out of town all of that week, so I can be available for phone calls, or to come into the office if necessary, at least on Monday the 15th.

2 weeks – not scheduled yet. To work around the board elections, budget projections and preparation of the board meeting books ... I'll either have to be gone during the middle of October or middle/end of December. Modena and I would much prefer the middle of October (October 6th through 17th) which means I'll be gone one week in September, be back two weeks, then be gone two weeks, then be back almost three full weeks before we need to mail the board books (using a November 6 target mailing date for the November 20 board meeting).