

TO: Phil
FROM: Darla
DATE: June 30, 2004
SUBJECT: **Office Manager's Report – June**

Bank Balance:

Our bank balance as of today is **\$26,918.68** in checking and **\$5,571.44** in savings. Third quarter dues statements were mailed a couple of weeks ago and payments are starting to come in.

Update:

- **July 22 Board Meeting** – Everything is ready. Projections are done and board books are ready to mail.
- **Pension update (not)** – We're still waiting for Jack Foley to let us know when he'll come see us and deal with the accumulating shortages and deficits in contributions ... same as last month. As you know, he is now out of town for a couple of weeks.
- **Miscellaneous** – Now that I'm caught up with bookkeeping, I will be working on a few projects that have been waiting for my time:
 - sorting and packing boxes of records for the move
 - updating my payroll and insurance file drawers
 - organizing yearly convention records
 - cleaning out my computer and organizing disc and file storage
 - etc.