



**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators



**Minutes from the December 2008 Board Meeting of the  
Austin – Central Texas Chapter  
Association of Legal Administrators**

**December 9, 2008 at 12:00 p.m.**

**Members Present:**

Brenda Barnes  
Bill Elkjer  
Toni Beasley  
Angie Kalsbeck

Amanda Korte  
Cara Mueller  
Karie Rivkin  
Debbie Roan

Chris Sims  
Diana Stangl

**Members Not Attending:**

James Cornell  
Chris Bhamani

Chrissie Eastin  
Peggy Shaw

**Item 1. Reading/Approval of the Minutes:**

The November Board meeting minutes were approved as written and submitted to the Board.

**Item 2. Treasurer's Report: (Chris Sims)**

The Chapter checking account balance as of November 30, 2008 is \$1,499.28 and the Money Market account balance is \$40,749.00.

Chris continues to move money to the money market account when appropriate.

Chris reviewed the Profit & Loss and Balance Sheet.

A Balance Sheet and Income Statement for the period ending November 30, 2008 are attached hereto and made a part of these minutes. (Attachments A and B)

The two largest recent expenses were for the Regional Meeting and Business Partner Fair. The \$3,137.47 net income listed will likely decrease in the next few months. The managing partner breakfast will be the next largest expense. The board officers will meet next week to work on the new budget.

**Item 3. Committee Reports:**

**Bar Liaison: (Toni Beasley)**

Toni personally donated a bottle of wine to the Bar holiday event. Chris S. and Toni are putting together an ad for the ABA newsletter to sell salary surveys. The Board is currently working on nominations for next year's Board.



Business Partner Relations Committee: (Debbie Roan and James Cornell)

Debbie reported that the board is sending cards the last month of December with a Save the Date for the 2009 Legal Expo to be held August 13<sup>th</sup>.

The committee is planning to coordinate a round-table lunch around the end of January with vendors and Board Members to discuss ways of improving the next Legal Expo.

To date no committee members have stepped-up to chair the Business Partner Relations Committee. Other committee chairs expressed similar situations and some one-on-one phone calls may be necessary.



Communications: (Bill Elkjer)

No report.



Community Relations: (Peggy Shaw)

Peggy received a call from the Communities In Schools contact at LBJ High School asking if ALA would help with a holiday party they are having for the students and families on December 12<sup>th</sup>. A group from the committee will purchase drinks and refreshments Friday afternoon and deliver them to the school. The budget for this party will be under \$500.



Compensation and Benefits Committee: (Chris Sims)

No report.



Program/Education Committee: (Diana Stangl)

Diana's committee is working on a speaker from either Regionals or Headquarters for the February meeting. Angie emailed Tom Ivey this morning to see if he would speak.

The August seminar will cover the updates to ADA and FMLA. Please send any speaker ideas to Diana.

The Spring Seminar is scheduled for March 26<sup>th</sup> and will cover Disaster Planning. It will be in the public room of 111 Congress where the holiday party will be held.



Membership Committee: (Chrissie Eastin)

Cara and Laura announced the Membership Awards at the holiday party. The winners were Bonnie Zook and Sandy Gable as Outstanding Committee Members, Tina Ross as the Outstanding New Member and Karen Sue Doughty as the Outstanding Member at Large.

The membership is steady at 92 members. This is the number that has been confirmed by ALA Headquarters. Chrissie is not expecting any new members this year but will be hitting the ground hard in January to recruit more members.

This year to date, we have gained ten new Regular Members and one new Associate Member. We have lost twelve members due to retirement or leaving the legal field and we lost one person because of the dues increase.

Chrissie will be speaking with her committee to see if any of them are interested in chairing the Membership Committee during the next term.





Newsletter Committee: (Karie D. Rivkin)

Karie is meeting with Wally to create his profile for the December newsletter. Amanda's CLI article will be in the December newsletter as well. Karie needs a few more articles so please submit them by Monday.

Karie recommended submitting the Going Green June newsletter for the Newsletter Excellence Award. She also needs a Best Feature Article submission that needs to be an original article. Elaine wrote a good piece, but it was in 2007. Brenda and Toni will be writing an article about Andrews Kurth and its diversity that may be a consideration for submission.



Past President Advisory Committee: (Brenda Barnes)

Brenda sent an email to the Board regarding the Presidents' Award and PPAC contacts who will be working with each Committee Chair to proofread submissions. Brenda does not think it will be a problem to find someone to chair her committee next year. Brenda reminded everyone that Angie must sign all award submissions before they are entered.



Website Committee: (Chris Bhamani)

Chris had nothing to report other than the addition of a flashing "Happy Holidays" wreath on the front page of the website.

Amanda asked everyone to review the website for possible changes and to send any ideas to Chris.



**Item 4.      Old Business:**

- a. The proposed chapter name change was approved by the ALA Board as were the other proposed changes/amendments. Headquarters did ask that the section on exceptions of officers be taken out. The membership will need to approve the new Bylaws by vote at the January meeting.
- b. The Managing Partner Breakfast will be February 12, 2009 and Blane Prescott will be speaking. A Save the Date will go out on December 15<sup>th</sup> and invitations will be mailed or emailed early January. Invitations to the event will also be extended to firms with no local (or any) ALA representation, Austin Bar Board members, and the Texas Bar Board. Estimated expenses with 125 attendees is \$8,000 which is \$500 over budget. The speaker fee is \$3,000 plus travel and the Four Seasons bill will be around \$4,400 including tax and service fees.



**Item 5.      New Business:**

- a. The Quest Award Nominees are down to Karen Sue Doughty and Sheila Kusch. Angie will send an email with a description of both of their accomplishments for a final vote.
- b. The officers will meet the week of December 15<sup>th</sup> for preliminary budget planning.
- c. The Austin Hilton has invited the Board for a lunch, reception, or dinner to showcase the recently renovated Finn & Porter restaurant. Angie will contact the Board when a date and time have been confirmed.



**Item 6.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for noon on Tuesday, January 13, 2009, noon at Haynes and Boone, 600 Congress Avenue, Suite 1300.



5:23 PM

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

12/08/08

**Balance Sheet**

Accrual Basis

As of November 30, 2008

	<u>Nov 30, ...</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checki...	1,499.28
Frost Money Market	<u>40,749.00</u>
Total Checking/Savi...	<u>42,248.28</u>
Total Current Assets	<u>42,248.28</u>
<b>TOTAL ASSETS</b>	<u><u>42,248.28</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	25,781.28
Net Income	<u>3,137.47</u>
Total Equity	<u>42,248.28</u>
<b>TOTAL LIABILITIES &amp; EQ...</b>	<u><u>42,248.28</u></u>

**Profit & Loss**  
April through November 2008

	Apr - Nov 08
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Business Partner Fair</b>	
Bronze Sponsors	11,732.50
Gold Sponsors	9,527.50
Platinum Sponsor	3,000.00
Silver Sponsors	12,170.00
Speaker Sponsor	3,000.00
Business Partner Fair - Other	136.00
	39,566.00
<b>Total Business Partner Fair</b>	39,566.00
<b>Education</b>	
Meeting Receipts	3,780.00
Seminars	1,102.00
	4,882.00
<b>Total Education</b>	4,882.00
Membership Dues	11,700.00
Newsletter Ads	200.00
Salary Survey	6,850.00
	63,198.00
<b>Total Income</b>	63,198.00
<b>Expense</b>	
Bank Service Charges	537.78
<b>Board Expenses</b>	
Gifts	886.86
Region 4/6 Conference Planning	3,765.69
	4,652.55
<b>Total Board Expenses</b>	4,652.55
<b>Business Partner Fair Expenses</b>	
Facilities	7,756.00
Food	1,558.20
Other	560.32
Vendor Appreciation Party	1,987.66
	11,862.18
<b>Total Business Partner Fair Expen...</b>	11,862.18
Community Challenge Expenses	589.35
Community Development	1,974.97
<b>Continuing Leadership Institute</b>	
Board Member-CLI	1,943.16
President - CLI	996.64
President Elect-CLI	135.32
	3,075.12
<b>Total Continuing Leadership Instit...</b>	3,075.12
<b>Education Costs</b>	
Chapter MeetingLunches	4,091.51
Lunches-Education Seminar	1,394.15
Other-Education Seminar	1,170.07
	6,655.73
<b>Total Education Costs</b>	6,655.73
<b>Insurance</b>	
Fidelity Bond Premium	190.00
	190.00
<b>Total Insurance</b>	190.00
<b>Miscellaneous Expense</b>	
Copies	226.50
Other	25.45
	251.95
<b>Total Miscellaneous Expense</b>	251.95
<b>National Conference Scholarship</b>	
Board Member Stipend	11,345.92
Chapter Dinner	976.78
CLM Scholarship	345.00
Quest Scholarship	1,000.00
Silent Auction Items	10.00
	13,677.70
<b>Total National Conference Scholar...</b>	13,677.70



8:49 AM

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

12/09/08

**Profit & Loss**

Accrual Basis

April through November 2008

	<u>Apr - Nov 08</u>
<b>New Member Functions</b>	
Buddy Happy Hours	164.07
Promo Gifts	17.34
<b>Total New Member Functions</b>	<u>181.41</u>
<b>Postage and Delivery</b>	180.20
<b>Regional Conference</b>	
Board Members	3,375.00
Members At Large	5,900.00
<b>Total Regional Conference</b>	<u>9,275.00</u>
<b>Salary Survey Costs</b>	5,340.00
<b>Salary Survey Expense</b>	654.07
<b>Website</b>	
Designer Fees	1,040.40
<b>Total Website</b>	<u>1,040.40</u>
<b>Total Expense</b>	<u>60,138.41</u>
<b>Net Ordinary Income</b>	3,059.59
<b>Other Income/Expense</b>	
Other Income	
Interest Income	77.88
<b>Total Other Income</b>	<u>77.88</u>
<b>Net Other Income</b>	<u>77.88</u>
<b>Net Income</b>	<u><u>3,137.47</u></u>

5:24 PM  
12/08/08

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Check Detail**

November 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	861	11/3/2008	Chris Bhamani		Frost Bank Ch...		-300.00
					Board Members	-300.00	300.00
TOTAL						-300.00	300.00
Check	862	11/3/2008	David Ciccocio...		Frost Bank Ch...		-100.00
					Designer Fees	-100.00	100.00
TOTAL						-100.00	100.00
Check	863	11/3/2008	Chris Bhamani		Frost Bank Ch...		-695.40
					Designer Fees	-695.40	695.40
TOTAL						-695.40	695.40
Check	864	11/3/2008	Joan Cunningh...		Frost Bank Ch...		-300.00
					Members At Lar...	-300.00	300.00
TOTAL						-300.00	300.00
Check	865	11/3/2008	DLA Piper US ...		Frost Bank Ch...		-600.00
					Members At Lar...	-600.00	600.00
TOTAL						-600.00	600.00
Check	866	11/3/2008	SAGE Solutions		Frost Bank Ch...		-595.00
					Salary Survey E...	-595.00	595.00
TOTAL						-595.00	595.00
Check	867	11/3/2008	Bickerstaff Hea...		Frost Bank Ch...		-728.19
					Board Members	-600.00	600.00
					Region 4/6 Conf...	-128.19	128.19
TOTAL						-728.19	728.19
Check	868	11/3/2008	Peggy Shaw		Frost Bank Ch...		-190.00
					Community Dev...	-190.00	190.00
TOTAL						-190.00	190.00
Check	869	11/3/2008	Chrissie Eastin		Frost Bank Ch...		-170.11
					Buddy Happy H...	-164.07	164.07
					Region 4/6 Conf...	-6.04	6.04
TOTAL						-170.11	170.11
Check	870	11/3/2008	Allensworth & ...		Frost Bank Ch...		-300.00
					Board Members	-300.00	300.00
TOTAL						-300.00	300.00

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12/08/08

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Check Detail**

November 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	872	11/3/2008	Slack & Davis, ...		Frost Bank Ch...		-300.00
					Board Members	-300.00	300.00
TOTAL						-300.00	300.00
Check	873	11/3/2008	Thompson Coe		Frost Bank Ch...		-300.00
					Members At Lar...	-300.00	300.00
TOTAL						-300.00	300.00
Check	874	11/3/2008	Barbara Mullen		Frost Bank Ch...		-300.00
					Members At Lar...	-300.00	300.00
TOTAL						-300.00	300.00
Check	875	11/3/2008	Munsch Hardt ...		Frost Bank Ch...		-225.00
					Members At Lar...	-225.00	225.00
TOTAL						-225.00	225.00
Check	876	11/3/2008	State Bar of Te...		Frost Bank Ch...		-425.00
					Members at Lar...	-425.00	425.00
TOTAL						-425.00	425.00
Check	877	11/3/2008	Debra Nicklaus		Frost Bank Ch...		-300.00
					Members At Lar...	-300.00	300.00
TOTAL						-300.00	300.00
Check	878	11/3/2008	Andrew Molnau		Frost Bank Ch...		-300.00
					Members At Lar...	-300.00	300.00
TOTAL						-300.00	300.00
Check	879	11/3/2008	Paperclip Pro...		Frost Bank Ch...		-999.77
					Region 4/6 Conf...	-999.77	999.77
TOTAL						-999.77	999.77
Check	880	11/3/2008	Whitehurst Har...		Frost Bank Ch...		-993.88
					Region 4/6 Conf...	-993.88	993.88
TOTAL						-993.88	993.88
Check	881	11/3/2008	Richards Rodri...		Frost Bank Ch...		-300.00
					Board Members	-300.00	300.00
TOTAL						-300.00	300.00
Check	882	11/3/2008	Walsh Anderson		Frost Bank Ch...		-1,200.00
					Board Members	-300.00	300.00
					Members At Lar...	-900.00	900.00
TOTAL						-1,200.00	1,200.00

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12/08/08

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Check Detail**

November 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	883	11/3/2008	Peggy Shaw		Frost Bank Ch...		-225.00
					Board Members	-225.00	225.00
TOTAL						-225.00	225.00
Check	884	11/3/2008	cara Mueller		Frost Bank Ch...		-300.00
					Board Members	-300.00	300.00
TOTAL						-300.00	300.00
Check	885	11/3/2008	Hance Scarbor...		Frost Bank Ch...		-300.00
					Board Members	-300.00	300.00
TOTAL						-300.00	300.00
Check	886	11/3/2008	Amanda Korte		Frost Bank Ch...		-2,747.19
					Region 4/6 Conf...	-2,747.19	2,747.19
TOTAL						-2,747.19	2,747.19
Check	887	11/3/2008	Armbrust & Br...		Frost Bank Ch...		-225.00
					Members At Lar...	-225.00	225.00
TOTAL						-225.00	225.00
Check	888	11/11/2008	Amanda Korte		Frost Bank Ch...		-361.77
					Region 4/6 Conf...	-361.77	361.77
TOTAL						-361.77	361.77
Check	889	11/11/2008	Edna Diaz		Frost Bank Ch...		-300.00
					Members At Lar...	-300.00	300.00
TOTAL						-300.00	300.00
Check	890	11/11/2008	Jo Ann McNeil		Frost Bank Ch...		-1,003.37
					Region 4/6 Conf...	-1,003.37	1,003.37
TOTAL						-1,003.37	1,003.37
Check	891	11/11/2008	Armbrust & Br...		Frost Bank Ch...		-300.00
					Members At Lar...	-300.00	300.00
TOTAL						-300.00	300.00
Check	892	11/11/2008	Osborne & Hel...		Frost Bank Ch...		-300.00
					Members At Lar...	-300.00	300.00
TOTAL						-300.00	300.00
Check	893	11/11/2008	McGinnis Loch...		Frost Bank Ch...		-600.00
					Members At Lar...	-600.00	600.00
TOTAL						-600.00	600.00

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12/08/08

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Check Detail**

November 2008

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amo...
Check	894	11/11/2008	Bill Elkjer		Frost Bank Ch...		-300.00
					Board Members	-300.00	300.00
TOTAL						-300.00	300.00
Check	895	11/26/2008	cara Mueller		Frost Bank Ch...		-110.48
					Region 4/6 Conf...	-110.48	110.48
TOTAL						-110.48	110.48
Check	896	11/26/2008	Gray & Becker,...		Frost Bank Ch...		-300.00
					Members At Lar...	-300.00	300.00
TOTAL						-300.00	300.00
Check	897	11/26/2008	Debbie Roan		Frost Bank Ch...		-60.32
					Other	-60.32	60.32
TOTAL						-60.32	60.32
Check	898	11/26/2008	Bracewell & Gi...		Frost Bank Ch...		-150.00
					Board Members	-150.00	150.00
TOTAL						-150.00	150.00
Check	899	11/26/2008	Fish & Richard...		Frost Bank Ch...		-225.00
					Members At Lar...	-225.00	225.00
TOTAL						-225.00	225.00

## ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

## Deposit Detail

November 2008

Type	Num	Date	Name	Account	Amount
Deposit		11/3/2008		Frost Bank Ch...	2,050.00
			Documation of ...	Region 4/6 Conf...	-250.00
			The Benefits Te...	Region 4/6 Conf...	-100.00
			Oxford Commer...	Region 4/6 Conf...	-100.00
			Riata Technolog...	Region 4/6 Conf...	-450.00
			Iron Mountain R...	Region 4/6 Conf...	-250.00
			Safesite, Inc.	Region 4/6 Conf...	-100.00
			Flores and Asso...	Region 4/6 Conf...	-100.00
			Commercial Tex...	Region 4/6 Conf...	-100.00
			Global Benefits	Region 4/6 Conf...	-500.00
			Greater Texas ...	Region 4/6 Conf...	-100.00
TOTAL					-2,050.00
Deposit		11/3/2008		Frost Bank Ch...	2,375.00
			Various	Salary Survey	-2,375.00
TOTAL					-2,375.00
General Jour...	81625	11/3/2008		Frost Bank Ch...	10,000.00
				Frost Money Ma...	-10,000.00
TOTAL					-10,000.00
Deposit		11/11/2008		Frost Bank Ch...	250.00
			Various	Salary Survey	-250.00
TOTAL					-250.00
Deposit		11/26/2008		Frost Bank Ch...	360.00
			Various	Meeting Receipts	-360.00
TOTAL					-360.00
Deposit		11/26/2008		Frost Bank Ch...	1,850.00
			Various	Salary Survey	-1,850.00
TOTAL					-1,850.00
Deposit		11/30/2008		Frost Money M...	6.93
				Interest Income	-6.93
TOTAL					-6.93

5:22 PM

12/08/08

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**

**Reconciliation Summary**

**Frost Money Market, Period Ending 11/30/2008**

	<u>Nov 30, 08</u>
Beginning Balance	50,742.07
Cleared Transactions	
Checks and Payments - 1 it...	-10,000.00
Deposits and Credits - 1 item	6.93
Total Cleared Transactions	<u>-9,993.07</u>
Cleared Balance	<u>40,749.00</u>
Register Balance as of 11/30/2008	40,749.00
Ending Balance	40,749.00

5:22 PM

12/08/08

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Reconciliation Detail**  
Frost Money Market, Period Ending 11/30/2008

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						50,742.07
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
General Journal	11/3/2008	81625		X	-10,000.00	-10,000.00
<b>Total Checks and Payments</b>					-10,000.00	-10,000.00
<b>Deposits and Credits - 1 item</b>						
Deposit	11/30/2008			X	6.93	6.93
<b>Total Deposits and Credits</b>					6.93	6.93
<b>Total Cleared Transactions</b>					-9,993.07	-9,993.07
<b>Cleared Balance</b>					-9,993.07	40,749.00
<b>Register Balance as of 11/30/2008</b>					-9,993.07	40,749.00
<b>Ending Balance</b>					-9,993.07	40,749.00





WE'RE FROM HERE

P.O. Box 1727 Austin, Texas 78767 Member FDIC

FOR INFORMATION CALL  
512-473-4500 OR 1-800-513-7678

STATEMENT ISSUED  
11-28-2008

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AUSTIN CENTRAL TEXAS CHAPTER OF THE  
ASSOCIATION OF LEGAL ADMINISTRATORS  
% CHRIS SIMS BICKERSTAFF HEATH  
816 CONGRESS AVE STE 1700  
AUSTIN TX 78701

0

As a reminder, Frost will no longer accept tax payments at  
the teller line in our lobbies effective December 1, 2008.  
For other payment options, please call 1-888-481-0336.

**BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378**

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
50,742.07	0	6.93	1	10,000.00	40,749.00

----- DEPOSITS/CREDITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-30	6.93	INTEREST PAID	

----- OTHER WITHDRAWALS/DEBITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-03	10,000.00	INTERNET FUND TRANSFER	TRANSFERRED TO ACCT xxxxx9000

----- DAILY BALANCE -----

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10-31	50,742.07	11-03	40,742.07	11-28	40,749.00

5:21 PM

12/08/08

# ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

## Reconciliation Summary

Frost Bank Checking, Period Ending 11/30/2008

	<u>Nov 30, 08</u>
<b>Beginning Balance</b>	2,666.35
<b>Cleared Transactions</b>	
Checks and Payments - 32 ite...	-15,991.83
Deposits and Credits - 6 items	16,885.00
<b>Total Cleared Transactions</b>	<u>893.17</u>
<b>Cleared Balance</b>	<u><u>3,559.52</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 8 items	-2,060.24
<b>Total Uncleared Transactions</b>	<u>-2,060.24</u>
<b>Register Balance as of 11/30/2008</b>	<u><u>1,499.28</u></u>
<b>New Transactions</b>	
Checks and Payments - 2 items	-1,173.45
<b>Total New Transactions</b>	<u>-1,173.45</u>
<b>Ending Balance</b>	<u><u>325.83</u></u>

## ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

## Reconciliation Detail

Frost Bank Checking, Period Ending 11/30/2008

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,666.35
<b>Cleared Transactions</b>						
<b>Checks and Payments - 32 items</b>						
Check	10/14/2008	860	Bickerstaff Heat...	X	-432.15	-432.15
Check	11/3/2008	886	Amanda Korte	X	-2,747.19	-3,179.34
Check	11/3/2008	882	Walsh Anderson	X	-1,200.00	-4,379.34
Check	11/3/2008	879	Paperdip Prom...	X	-999.77	-5,379.11
Check	11/3/2008	880	Whitehurst Hark...	X	-993.88	-6,372.99
Check	11/3/2008	867	Bickerstaff Heat...	X	-728.19	-7,101.18
Check	11/3/2008	863	Chris Bhamani	X	-695.40	-7,796.58
Check	11/3/2008	866	SAGE Solutions	X	-595.00	-8,391.58
Check	11/3/2008	873	Thompson Coe	X	-300.00	-8,691.58
Check	11/3/2008	872	Slack & Davis, L...	X	-300.00	-8,991.58
Check	11/3/2008	870	Allensworth & P...	X	-300.00	-9,291.58
Check	11/3/2008	877	Debra Nicklaus	X	-300.00	-9,591.58
Check	11/3/2008	878	Andrew Molnau	X	-300.00	-9,891.58
Check	11/3/2008	864	Joan Cunningham	X	-300.00	-10,191.58
Check	11/3/2008	861	Chris Bhamani	X	-300.00	-10,491.58
Check	11/3/2008	881	Richards Rodrig...	X	-300.00	-10,791.58
Check	11/3/2008	884	cara Mueller	X	-300.00	-11,091.58
Check	11/3/2008	885	Hance Scarboro...	X	-300.00	-11,391.58
Check	11/3/2008	874	Barbara Mullen	X	-300.00	-11,691.58
Check	11/3/2008	887	Armbrust & Bro...	X	-225.00	-11,916.58
Check	11/3/2008	875	Munsch Hardt K...	X	-225.00	-12,141.58
Check	11/3/2008	883	Peggy Shaw	X	-225.00	-12,366.58
Check	11/3/2008	868	Peggy Shaw	X	-190.00	-12,556.58
Check	11/3/2008	869	Chrissie Eastin	X	-170.11	-12,726.69
Check	11/3/2008	862	David Ciccociop...	X	-100.00	-12,826.69
Check	11/11/2008	890	Jo Ann McNeil	X	-1,003.37	-13,830.06
Check	11/11/2008	893	McGinnis Lochri...	X	-600.00	-14,430.06
Check	11/11/2008	888	Amanda Korte	X	-361.77	-14,791.83
Check	11/11/2008	892	Osborne & Hel...	X	-300.00	-15,091.83
Check	11/11/2008	894	Bill Elkjer	X	-300.00	-15,391.83
Check	11/11/2008	889	Edna Diaz	X	-300.00	-15,691.83
Check	11/11/2008	891	Armbrust & Bro...	X	-300.00	-15,991.83
<b>Total Checks and Payments</b>					<b>-15,991.83</b>	<b>-15,991.83</b>
<b>Deposits and Credits - 6 items</b>						
Deposit	11/3/2008			X	2,050.00	2,050.00
Deposit	11/3/2008			X	2,375.00	4,425.00
General Journal	11/3/2008	81625		X	10,000.00	14,425.00
Deposit	11/11/2008			X	250.00	14,675.00
Deposit	11/26/2008			X	365.00	15,035.00
Deposit	11/26/2008			X	1,850.00	16,885.00
<b>Total Deposits and Credits</b>					<b>16,885.00</b>	<b>16,885.00</b>
<b>Total Cleared Transactions</b>					<b>893.17</b>	<b>893.17</b>
<b>Cleared Balance</b>					<b>893.17</b>	<b>3,559.52</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	3/20/2008	809	Incorporating D...		-189.44	-189.44
Check	11/3/2008	865	DLA Piper US L...		-600.00	-789.44
Check	11/3/2008	876	State Bar of Tex...		-425.00	-1,214.44
Check	11/26/2008	896	Gray & Becker, ...		-300.00	-1,514.44
Check	11/26/2008	899	Fish & Richardson		-225.00	-1,739.44
Check	11/26/2008	898	Bracewell & Giu...		-150.00	-1,889.44
Check	11/26/2008	895	cara Mueller		-110.48	-1,999.92
Check	11/26/2008	897	Debbie Roan		-60.32	-2,060.24
<b>Total Checks and Payments</b>					<b>-2,060.24</b>	<b>-2,060.24</b>
<b>Total Uncleared Transactions</b>					<b>-2,060.24</b>	<b>-2,060.24</b>
<b>Register Balance as of 11/30/2008</b>					<b>-1,167.07</b>	<b>1,499.28</b>

5:21 PM

12/08/08

**ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP**  
**Reconciliation Detail**  
**Frost Bank Checking, Period Ending 11/30/2008**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	12/2/2008	900	Fabulous Affairs		-840.00	-840.00
Check	12/8/2008	901	Headliners Club		-333.45	-1,173.45
Total Checks and Payments					<u>-1,173.45</u>	<u>-1,173.45</u>
Total New Transactions					<u>-1,173.45</u>	<u>-1,173.45</u>
<b>Ending Balance</b>					<u><b>-2,340.52</b></u>	<u><b>325.83</b></u>



WE'RE FROM HERE

P.O. Box 1727 Austin, Texas 78767 Member FDIC

FOR INFORMATION CALL  
512-473-4500 OR 1-800-513-7678

STATEMENT ISSUED  
11-28-2008

AUSTIN CENTRAL TEXAS CHAPTER  
OF THE ASSOC OF LEGAL ADMINISTRATORS  
% CHRIS SIMS BICKERSTAFF HEATH  
816 CONGRESS AVE STE 1700  
AUSTIN TX 78701

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As a reminder, Frost will no longer accept tax payments at the teller line in our lobbies effective December 1, 2008. For other payment options, please call 1-888-481-0336.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
2,666.35	6	16,885.00	32	15,991.83	3,559.52

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
11-12	DEPOSIT	250.00	11-12	DEPOSIT	2,050.00
11-12	DEPOSIT	2,375.00	11-26	DEPOSIT	360.00
11-26	DEPOSIT	1,850.00			

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-03	10,000.00	INTERNET FUND TRANSFER	TRANSFERRED FROM ACCT xxxxx0378

CHECKS PAID

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
11-12	860	432.15	11-17	873 #	300.00	11-14	885 #	300.00
11-18	861 #	300.00	11-17	874 #	300.00	11-12	886 #	2,747.19
11-21	862 #	100.00	11-17	875 #	225.00	11-13	887 #	225.00
11-18	863 #	695.40	11-25	877 * #	300.00	11-12	888 #	361.77
11-17	864 #	300.00	11-18	878 #	300.00	11-17	889 #	300.00
11-18	866 * #	595.00	11-20	879 #	999.77	11-17	890 #	1,003.37
11-13	867	728.19	11-14	880	993.88	11-13	891 #	300.00
11-24	868	190.00	11-13	881 #	300.00	11-14	892	300.00
11-14	869 #	170.11	11-12	882 #	1,200.00	11-17	893 #	600.00
11-13	870 #	300.00	11-24	883	225.00	11-13	894 #	300.00
11-17	872 *	300.00	11-17	884 #	300.00			

\* A BREAK IN CHECK NUMBER SEQUENCE

# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
11-04	.00	INTERNET STMT COPY REQ	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10-31	2,666.35	11-14	8,683.06	11-21	2,064.52
11-03	12,666.35	11-17	5,054.69	11-24	1,649.52
11-04	12,666.35	11-18	3,164.29	11-25	1,349.52
11-12	12,600.24	11-20	2,164.52	11-26	3,559.52
11-13	10,447.05				

Please examine at once and report any difference within 60 days from statement date.