



**BOARD MEETING AGENDA**  
**June 11, 2015 11:30 AM – 1:00 PM**  
**Austin Bar Association, Longhorn Room**  
**816 Congress Ave., Third Floor**

1. Members Present: Shary Tutt, Linda Siegert, Diane Dettmann, Chassidy Deckard, Summer Jurrells, Christine Giles, Allen Odom, Mike McDearmon and Amanda Koplos.
2. Members Not Present: Kelly Barker and Linda Wood
3. Approval of the May Board Meeting Minutes: Approved after a motion from Diane Dettmann and second by Summer Jurrells
4. Interim Email Decisions
  - a. Flowers to Ann Jacobson
5. Treasurer's Report (see attachment)
6. Upcoming Due Dates and Responsibilities
  - a. June 30 – Linda Siegert, Secretary, submit Minutes to Headquarters.
  - b. June 30 – Amanda Koplos, Chair, Education and Programs, submit Educational Summary Report to Headquarters.
  - c. July 1 – Shary Tutt, President, submit Chapter highlights for ALA News to Headquarters.
7. Upcoming Educational Opportunities
  - a. June 17 – ALA Webinar: The Paperless Office - You Can Do It!
  - b. June 25 – Austin Chapter Luncheon, Headliners Club: "She Said What? Now What? Conducting Effective Workplace Investigations"
  - c. July 2 – ALA Webinar: Secrets to Reducing Law Firm Stress
  - d. July 3 – eLearning Course Registration: Deadline for FM1, FM Package, and LI
  - e. July 3 – Large Firm Principal Administrators Retreat Early Bird Registration Deadline
  - f. July 23-25 – Chapter Leadership Institute, Grand Rapids, MI
8. Old Business
  - a. Chapter Leadership Institute – Will be attended by President Elect Diane Dettmann, Secretary Linda Siegert and Membership Committee Chair Chassidy Deckard.
  - b. Additional stipend of \$105.00 approved by board to make up the difference between what National covers and what the chapter is offering for President Elect. Motion by Linda Siegert, second by Summer Jurrells.
9. New Business
  - b. Business of Law Conferences – Chapter will announce scholarships and will draw randomly.
  - c. Regional Counsel Meeting Recap (see attachment)
  - d. Rebranding – New name will be announced on July 24, 2015, at a live session at the Chapter Leadership Institute in Grand Rapids, Michigan – *and* via a live webcast! – The chapter will announce the new brand on social media outlets.
  - e. ALA Chapter Community
10. Committee Reports

11. Open Business - None

12. Announcements & Adjourn – Meeting adjourned at 12:20 p.m.

Next Board Meeting: Thursday, July 9, 2015



## Treasurer's Report 5/31/2015

<b><u>Bank Account balances at end of statement period:</u></b>	Checking	\$ 2,989.61
	Money Market	\$25,868.96
	<b>TOTAL</b>	<b>\$28,858.57</b>

### **Monthly activity:**

Income: \$ 1,495.00

- BPs: 1 Silver:           \$925
- Lunch receipts:       \$ 20
- Seminar checks:       \$ 50
- Member dues:         \$500

Outgo:           Mainly stipends for National \$12,193.90

**Cash Flow (current): Negative (as expected)** **\$(10,698.94)**

- No significant BP or member dues income expected until renewals for next Fiscal Year
- Remaining major income, forecast at less than \$10,000 total: Fall Expo (Sept) & Salary Survey (Oct/Nov)
- Budget and Cash Flow for YTD are slightly off target. We are \$707 over budget- paid more stipends than I put on Cash Flow Projection. We will see what payouts are for BoL.

### **Budget and Cash Flow Planning:**

- As the Board requested, \$20,000 was moved to Money Market and I set up reserves in that account as well.
- Unreserved funds at month end:  
**(\$22,805.60) - An improvement of \$1452.36 from last month – YAY!**  
*[Note: Last month's figure did not include Money Market and this month does.]*
- Cash Flow Projection: Real expenditures in black, projections in blue. I expect we will have to dip into the money market account and have estimated that on the spreadsheet.

**Austin Chapter ALA  
Cash Flow Actual and Budget**

Black Numbers = Actual

Blue Numbers = projected/budgeted

Fiscal Year Ending 3.31.16	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Total</u>
<b>Revenue</b>													
Business Partners	450	925				400	400	4,600	33,975	6,900	1,800	2,300	51,750
Member Dues	2,375	500	175	150						250	2,750	3,975	10,175
Lunches & Seminars	1,500	70	500	500	60	3,000	80	300	0	500	80	80	6,670
Salary Survey						175	4,075	1,750					6,000
Chapter Retreat													0
Other												4	4
<b>TOTAL REVENUE</b>	<b>4,325</b>	<b>1,495</b>	<b>675</b>	<b>650</b>	<b>60</b>	<b>3,575</b>	<b>4,555</b>	<b>6,650</b>	<b>33,975</b>	<b>7,650</b>	<b>4,630</b>	<b>6,359</b>	<b>74,599</b>
<b>Expenses</b>													0
Bank/Paypal Fees	4	31	50					300	500	500	250		1,635
Board	382	12	25	25	25	25	25	25	25	25	25	50	669
Strategic Alliances			500			500							1,000
Business Partner			2,000	2,000			600			3,000	3,000		10,600
Vendor Parties (nonExpo)								2,500	1,000				3,500
CLI				3,000									3,000
Logo Supplies													0
Retreat													0
Community Challenge												250	250
Education		685	700	700	650	900	650		650		4,250	915	10,100
Insurance					190								190
MP Breakfast						750						3,250	4,000
Miscellaneous			40	45	40	45	40	45	40	45	43		383
Stipends & Scholarships		11,378				10,000	6,000						27,378
New Member	60		67	67	67	67	67	67	67	67	67	67	730
Photos													0
Printing													0
Salary Survey				2,250			2,250						4,500
Small Firm Group	21	0	21	21	21	21	21	20	20	21	21	21	229
Communications	300	88		300		750	300			300			2,038
<b>TOTAL EXPENSES</b>	<b>767</b>	<b>12,194</b>	<b>3,403</b>	<b>8,408</b>	<b>993</b>	<b>13,058</b>	<b>9,953</b>	<b>2,957</b>	<b>2,302</b>	<b>3,958</b>	<b>7,656</b>	<b>4,553</b>	<b>70,202</b>
<b>Profit (Loss)</b>	<b>3,558</b>	<b>(10,699)</b>	<b>(2,728)</b>	<b>(7,758)</b>	<b>(933)</b>	<b>(9,483)</b>	<b>(5,398)</b>	<b>3,693</b>	<b>31,673</b>	<b>3,692</b>	<b>(3,026)</b>	<b>1,806</b>	<b>4,398</b>
<b>Net cash flow</b>	<b>3,558</b>	<b>(10,699)</b>	<b>(2,728)</b>	<b>(7,758)</b>	<b>(933)</b>	<b>(9,483)</b>	<b>(5,398)</b>	<b>3,693</b>	<b>31,673</b>	<b>3,692</b>	<b>(3,026)</b>	<b>1,806</b>	<b>4,398</b>
<b>Beginning Checking balance</b>	30,130	33,688	2,990	5,262	2,504	3,571	2,088	1,690	5,383	12,056	10,748	7,722	
Transfer (to) from MM		(20,000)	5,000	5,000	2,000	8,000	5,000		(25,000)	(5,000)		(5,000)	
<b>Ending Checking balance</b>	33,688	2,990	5,262	2,504	3,571	2,088	1,690	5,383	12,056	10,748	7,722	4,528	<b>35,234</b>
<b>Money Market balance</b>	5,868	25,868	20,868	15,868	13,868	5,868	868	868	25,868	30,868	30,868	35,868	<b>5,868</b>
<b>Total Cash in Hand</b>	<b>39,556</b>	<b>28,858</b>	<b>26,130</b>	<b>18,372</b>	<b>17,439</b>	<b>7,956</b>	<b>2,558</b>	<b>6,251</b>	<b>37,924</b>	<b>41,616</b>	<b>38,590</b>	<b>40,396</b>	<b>41,102</b>
						<b>my worry zone!</b>				<b>Under (Over) of Budget</b>			<b>(707)</b>

**Austin Chapter ALA  
Cash Flow Budget**

Fiscal Year Ending 3.31.16	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Total</u>
<b>Revenue</b>													
Business Partners	450					400	400	4,600	33,975	6,900	1,800	2,300	50,825
Member Dues	2,300	400	175	150						250	2,750	3,975	10,000
Lunches & Seminars	1,500	500	500	500	60	3,000	80	300	0	500	80	80	7,100
Salary Survey						175	4,075	1,750					6,000
Chapter Retreat													0
Other												4	4
<b>TOTAL REVENUE</b>	<b>4,250</b>	<b>900</b>	<b>675</b>	<b>650</b>	<b>60</b>	<b>3,575</b>	<b>4,555</b>	<b>6,650</b>	<b>33,975</b>	<b>7,650</b>	<b>4,630</b>	<b>6,359</b>	<b>73,929</b>
<b>Expenses</b>													0
Bank/Paypal Fees	150	50	50					300	500	500	250		1,800
Board	400	25	25	25	25	25	25	25	25	25	25	50	700
Strategic Alliances			500			500							1,000
Business Partner			2,000	2,000			600			3,000	3,000		10,600
Vendor Parties (nonExpo)								2,500	1,000				3,500
CLI				3,000									3,000
Logo Supplies													0
Retreat													0
Community Challenge		250										250	500
Education		700	700	700	650	900	650		650		4,250	915	10,115
Insurance					190								190
MP Breakfast						750						3,250	4,000
Miscellaneous		45	40	45	40	45	40	45	40	45	43		428
Stipends & Scholarships		8,700				10,000	6,000						24,700
New Member	60	70	67	67	67	67	67	67	67	67	67	67	800
Photos													0
Printing													0
Salary Survey				2,250			2,250						4,500
Small Firm Group	21	21	21	21	21	21	21	20	20	21	21	21	250
Communications	300	750		300		750	300			300			2,700
<b>TOTAL EXPENSES</b>	<b>931</b>	<b>10,611</b>	<b>3,403</b>	<b>8,408</b>	<b>993</b>	<b>13,058</b>	<b>9,953</b>	<b>2,957</b>	<b>2,302</b>	<b>3,958</b>	<b>7,656</b>	<b>4,553</b>	<b>68,783</b>
<b>Profit (Loss)</b>	<b>3,319</b>	<b>(9,711)</b>	<b>(2,728)</b>	<b>(7,758)</b>	<b>(933)</b>	<b>(9,483)</b>	<b>(5,398)</b>	<b>3,693</b>	<b>31,673</b>	<b>3,692</b>	<b>(3,026)</b>	<b>1,806</b>	<b>5,146</b>
<b>Net cash flow</b>	<b>3,319</b>	<b>(9,711)</b>	<b>(2,728)</b>	<b>(7,758)</b>	<b>(933)</b>	<b>(9,483)</b>	<b>(5,398)</b>	<b>3,693</b>	<b>31,673</b>	<b>3,692</b>	<b>(3,026)</b>	<b>1,806</b>	<b>5,146</b>
<b>Beginning Checking balance</b>	30,088	33,407	23,696	20,968	13,210	12,277	2,794	(2,604)	1,089	32,762	36,454	33,428	
Transfer (to) from MM													
<b>Ending Checking balance</b>	33,407	23,696	20,968	13,210	12,277	2,794	(2,604)	1,089	32,762	36,454	33,428	35,234	
<b>Money Market balance</b>	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	5,868	
<b>Total Cash in Hand</b>	<b>39,275</b>	<b>29,564</b>	<b>26,836</b>	<b>19,078</b>	<b>18,145</b>	<b>8,662</b>	<b>3,264</b>	<b>6,957</b>	<b>38,630</b>	<b>42,322</b>	<b>39,296</b>	<b>41,102</b>	

**my worry zone!**

ALA 2014-2015 Budget vs. Actual				Budget	Actual	Variance	Budget
				Apr 14 - Mar 15	Apr 14 - Mar 15	Apr 14 - Feb 15	Apr 15 - Mar 16
Ordinary Income/Expense							
Income							
Annual Sponsorship							
		Annual Sponsorship		500	500	0	500
		Bronze		12,600	10,350	2,250	10,800
		Silver		14,800	11,100	3,700	10,175
		Gold		12,600	14,800	(2,200)	14,800
		Diamond		12,550	10,700	1,850	10,700
		Platinum		3,500	3,050	450	3,050
Total Annual Sponsorship				56,550	50,500	6,050	50,025
Business Partner Fair							
		Additional Reps		1,050	800	250	800
Total Business Partner Fair				1,050	800	250	800
Education							
		Chapter Monthly Lunch Receipts		6,300	3,400	2,900	3,500
		Seminars		3,000	2,440	560	3,600
Total Education				9,300	5,840	3,460	7,100
Joint Chapter Retreat				0	0	0	0
Membership Dues				11,000	16,250	(5,250)	10,000
Salary Survey				6,000	5,325	675	6,000
Total Income				83,900	78,715	5,185	73,925
Expense							
		Bank Service Charges/Paypal		1,800	286	1,514	1,800
Board Expenses							
		Advertising and Promotion		293	0	293	0
		Strategic Alliances		3,000	2,066	934	1,000
		Board Meetings		2,000	1,226	774	400
		Board Retreat		350	423	(73)	100
		Chapter Awards/Gifts		750	179	571	200
Total Board Expenses				6,393	3,894	2,499	1,700
Business Partner Expenses							
		Business Partner Expo					
		A/V Rental		600	0	600	600
		Beverages		4,000	4,359	(359)	4,000
		Facilities/Deposits		(3,500)	5,500	(9,000)	5,500
		Other		675	185	490	0
		Parking		500	365	135	500
		Photographs		325	496	(171)	0

<b>ALA 2014-2015 Budget vs. Actual</b>			<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>
			<b>Apr 14 - Mar 15</b>	<b>Apr 14 - Mar 15</b>	<b>Apr 14 - Feb 15</b>	<b>Apr 15 - Mar 16</b>
		<b>Total Business Partner Expo</b>	<b>2,600</b>	10,905	(8,305)	<b>10,600</b>
		<b>Vendor Appreciation Party</b>				
		Vendor Appreciation Party	2,795	2,914	(119)	2,500
		Vendor/Member Holiday Party	558	0	558	1,000
		<b>Total Vendor Appreciation Party</b>	<b>3,353</b>	2,914	439	<b>3,500</b>
		<b>Busines Partner Expenses - Other</b>		231		<b>0</b>
		<b>Total Business Partner Expenses</b>	<b>5,953</b>	14,050	(8,097)	<b>14,100</b>
		<b>Chapter Leadership Institute</b>			0	
		Board Member-CLI	2,000	1,500	500	2,000
		President - CLI	1,000	500	500	1,000
		President Elect-CLI	500	132	368	0
		<b>Total Chapter Leadership Institute</b>	<b>3,500</b>	2,132	1,368	<b>3,000</b>
		<b>Chapter Supplies/Logo</b>	<b>500</b>	0	500	<b>0</b>
		<b>Chapter Retreat</b>	<b>0</b>	0	0	<b>0</b>
		<b>Community Challenge Expenses</b>	<b>2,500</b>	1,796	704	<b>500</b>
		<b>Education Costs</b>				
		Audio Visual	600	1,026	(426)	250
		Chapter Monthly Lunches	6,900	6,013	887	6,000
		Facility Rental	1,400	0	1,400	0
		Food	0	243	(243)	0
		Holiday Party	2,000	1,106	894	0
		Luncheon Giveaways	0	0	0	0
		Lunches-Education Seminar	3,000	985	2,015	1,300
		Parking	500	180	320	300
		Speakers-Education Seminar	12,000	6,514	5,486	2,000
		Webinars and Audio Conferences	500	265	235	265
		<b>Total Education Costs</b>	<b>26,900</b>	16,332	10,568	<b>10,115</b>
		<b>Insurance</b>				
		Fidelity Bond Premium	190	190	0	190
		<b>Total Insurance</b>	<b>190</b>	190	0	<b>190</b>
		<b>Managing Partner Breakfast</b>	<b>6,000</b>	11,110	(5,110)	<b>4,000</b>
		<b>Miscellaneous Expense</b>				
		Contributions	750	100	650	100
		Gifts	100	0	100	100
		Other	100	267	(167)	100
		Post Office Box	128	132	(4)	128
		<b>Total Miscellaneous Expense</b>	<b>1,078</b>	499	579	<b>428</b>

ALA 2014-2015 Budget vs. Actual				Budget	Actual	Variance	Budget
				Apr 14 - Mar 15	Apr 14 - Mar 15	Apr 14 - Feb 15	Apr 15 - Mar 16
<b>National Conference Scholarship</b>							
				8,000	10,708	(2,708)	4,150
						0	6,000
				750	694	56	0
				2,250	2,250	0	2,150
				2,250	2,250	0	4,150
				2,000	2,000	0	2,000
				4,000	2,000	2,000	2,000
				0	0	0	
							2,000
							2,000
				250	254	(4)	250
<b>Total National Conference Scholarship</b>				<b>19,500</b>	<b>20,156</b>	<b>(656)</b>	<b>24,700</b>
<b>New Member Functions</b>							
				500	73	427	0
				0	35		0
				1,000	669	331	800
<b>Total New Member Functions</b>				<b>1,500</b>	<b>777</b>	<b>723</b>	<b>800</b>
<b>Educational Conference</b>							
				8,000	5,936	2,064	
				700	495	205	0
				252	0	252	
				3,750	2,134	1,616	
				2,000	1,000	1,000	
				0	1,000	(1,000)	
<b>Total Educational Conferences</b>				<b>14,702</b>	<b>10,565</b>	<b>4,137</b>	<b>0</b>
<b>Salary Survey Costs</b>				<b>4,550</b>	<b>4,500</b>	<b>50</b>	<b>4,500</b>
<b>Small Firm Group</b>				<b>0</b>	<b>39</b>	<b>(39)</b>	<b>250</b>
<b>Communications</b>							
				300	0	300	0
				100	0	100	0
				10,000	1,163	8,837	1,500
				0	0	0	0
				1,200	1,200	0	1,200
				0	725	(725)	0
<b>Total Website</b>				<b>11,600</b>	<b>3,088</b>	<b>8,512</b>	<b>2,700</b>
<b>Total Expense</b>				<b>106,666</b>	<b>89,414</b>	<b>17,252</b>	<b>68,783</b>



<b>ALA 2014-2015 Budget vs. Actual</b>		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>
		<b>Apr 14 - Mar 15</b>	<b>Apr 14 - Mar 15</b>	<b>Apr 14 - Feb 15</b>	<b>Apr 15 - Mar 16</b>
<b>Net Ordinary Income</b>		(22,766)	(10,699)	(12,067)	5,142
<b>Other Income/Expense</b>				0	
<b>Other Income</b>				0	
	<b>Interest Income</b>	4	2	2	4
<b>Total Other Income</b>		4	2	2	4
<b>Net Other Income</b>		4	2	2	4
<b>Net Income</b>		(22,762)	(10,697)	(12,065)	5,146

1:37 PM  
 06/08/15  
 Cash Basis

## Austin Chapter - Association of Legal Administrators Balance Sheet w Prior Month As of May 31, 2015

	May 31, 15	Apr 30, 15
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Frost Bank Checking		
General Operations (Unreserved)	-27,074.55	-30,126.49
BP Expo Reserve	0.00	10,600.00
Communications Reserve	2,312.50	2,400.00
Education Reserve	4,115.00	4,115.00
Monthly Lunches Reserve	5,314.88	6,000.00
MP Breakfast Reserve	4,000.00	4,000.00
Salary Survey Reserve	0.00	4,500.00
Stipend Reserve- CLI	0.00	3,000.00
Stipend Reserve- Board & Chairs	11,302.20	18,700.00
Stipend Reserve- Quest & Non-Bo	2,019.58	6,000.00
Strategic Alliances Reserve	1,000.00	1,000.00
Vendor Parties Reserve	0.00	3,500.00
<b>Total Frost Bank Checking</b>	<b>2,989.61</b>	<b>33,688.51</b>
Frost Money Market		
MM General Reserves	4,268.96	0.00
MM BP Expo Reserve	10,600.00	0.00
MM Salary Survey Reserve	4,500.00	0.00
MM Stipend Reserve - CLI	3,000.00	0.00
MM Vendor Parties Reserve	3,500.00	0.00
Frost Money Market - Other	0.00	5,868.53
<b>Total Frost Money Market</b>	<b>25,868.96</b>	<b>5,868.53</b>
<b>Total Checking/Savings</b>	<b>28,858.57</b>	<b>39,557.04</b>
<b>Total Current Assets</b>	<b>28,858.57</b>	<b>39,557.04</b>
<b>TOTAL ASSETS</b>	<b>28,858.57</b>	<b>39,557.04</b>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
Opening Bal Equity	13,329.53	13,329.53
Retained Earnings	22,669.24	22,669.24
Net Income	-7,140.20	3,558.27
<b>Total Equity</b>	<b>28,858.57</b>	<b>39,557.04</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>28,858.57</b>	<b>39,557.04</b>

1:43 PM  
06/08/15  
Cash Basis

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss By Month - YTD**  
**April through May 2015**

	Apr 15	May 15	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Annual Sponsorship</b>			
Bronze	450.00	0.00	450.00
Silver	0.00	925.00	925.00
<b>Total Annual Sponsorship</b>	450.00	925.00	1,375.00
<b>Education</b>			
Chapter Monthly Lunch Receipts	400.00	20.00	420.00
Seminars	1,100.00	50.00	1,150.00
<b>Total Education</b>	1,500.00	70.00	1,570.00
<b>Membership Dues</b>	2,375.00	500.00	2,875.00
<b>Total Income</b>	4,325.00	1,495.00	5,820.00
<b>Gross Profit</b>	4,325.00	1,495.00	5,820.00
<b>Expense</b>			
<b>Bank Service Charges/Paypal</b>	3.93	31.06	34.99
<b>Board Expenses</b>			
Board Meetings	258.50	12.00	270.50
Board Retreat	123.36	0.00	123.36
<b>Total Board Expenses</b>	381.86	12.00	393.86
<b>Communications</b>			
Maintenance	0.00	87.50	87.50
Monthly Fee	300.00	0.00	300.00
<b>Total Communications</b>	300.00	87.50	387.50
<b>Education Costs</b>			
Audio Visual	0.00	54.13	54.13
Chapter Monthly Lunches	0.00	630.99	630.99
<b>Total Education Costs</b>	0.00	685.12	685.12
<b>New Member Functions</b>			
New Member Lunches	60.08	0.00	60.08
<b>Total New Member Functions</b>	60.08	0.00	60.08
<b>Small Firm Group</b>	21.00	0.00	21.00
<b>Stipends &amp; Scholarships</b>			
Board Stipend- President	0.00	2,150.00	2,150.00
Board Stipend- President Elect	0.00	2,150.00	2,150.00
Board Stipend- Sec & Treas	0.00	2,114.57	2,114.57
Committee Chair Stipend	0.00	983.23	983.23
Quest Scholarship	0.00	2,000.00	2,000.00
Scholarships-Non Board	0.00	1,980.42	1,980.42
<b>Total Stipends &amp; Scholarships</b>	0.00	11,378.22	11,378.22
<b>Total Expense</b>	766.87	12,193.90	12,960.77
<b>Net Ordinary Income</b>	3,558.13	-10,698.90	-7,140.77
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Income	0.14	0.43	0.57
<b>Total Other Income</b>	0.14	0.43	0.57
<b>Net Other Income</b>	0.14	0.43	0.57
<b>Net Income</b>	<b>3,558.27</b>	<b>-10,698.47</b>	<b>-7,140.20</b>

1:41 PM  
 06/08/15  
 Cash Basis

## Austin Chapter - Association of Legal Administrators Profit & Loss Budget vs. Actual April through May 2015

	Apr 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Annual Sponsorship</b>			
Bronze	450.00	0.00	450.00
Silver	0.00	0.00	0.00
Gold	0.00	0.00	0.00
Diamond	0.00	0.00	0.00
Annual Sponsorship - Other	0.00	450.00	-450.00
<b>Total Annual Sponsorship</b>	450.00	450.00	0.00
<b>Business Partner Fair</b>			
Additional Reps	0.00	0.00	0.00
<b>Total Business Partner Fair</b>	0.00	0.00	0.00
<b>Education</b>			
Chapter Monthly Lunch Receipts	400.00	400.00	0.00
Seminars	1,100.00	1,100.00	0.00
<b>Total Education</b>	1,500.00	1,500.00	0.00
<b>Membership Dues</b>	2,375.00	2,300.00	75.00
<b>Salary Survey</b>	0.00	0.00	0.00
<b>Total Income</b>	4,325.00	4,250.00	75.00
<b>Gross Profit</b>	4,325.00	4,250.00	75.00
<b>Expense</b>			
<b>Bank Service Charges/Paypal</b>	3.93	150.00	-146.07
<b>Board Expenses</b>			
Advertising and Promotion	0.00	0.00	0.00
Board Meetings	258.50	300.00	-41.50
Board Retreat	123.36	100.00	23.36
<b>Total Board Expenses</b>	381.86	400.00	-18.14
<b>Business Partner Expenses</b>			
<b>Business Partner Expo</b>			
Deposits	0.00	0.00	0.00
Food & Beverages	0.00	0.00	0.00
Other	0.00	0.00	0.00
Parking	0.00	0.00	0.00
<b>Total Business Partner Expo</b>	0.00	0.00	0.00
Vendor Appreciation Party	0.00	0.00	0.00
<b>Total Business Partner Expenses</b>	0.00	0.00	0.00
<b>Chapter Logo Supplies</b>	0.00	0.00	0.00
<b>Communications</b>			
Author Incentives	0.00	0.00	0.00
Committee Meetings	0.00	0.00	0.00
Designer Fees	0.00	0.00	0.00
Maintenance	0.00	0.00	0.00
Monthly Fee	300.00	300.00	0.00
<b>Total Communications</b>	300.00	300.00	0.00
<b>Community Challenge Expenses</b>	0.00	0.00	0.00
<b>Education Costs</b>			
Audio Visual	0.00	0.00	0.00
Chapter Monthly Lunches	0.00	0.00	0.00
Lunches-Education Seminar	0.00	0.00	0.00
Speakers-Education Seminar	0.00	0.00	0.00
Webinars and Audio Conferences	0.00	0.00	0.00
<b>Total Education Costs</b>	0.00	0.00	0.00
<b>Insurance</b>			
Fidelity Bond Premium	0.00	0.00	0.00
<b>Total Insurance</b>	0.00	0.00	0.00

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 Cash Basis

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
 April through May 2015

	Apr 15	Budget	\$ Over Budget
Managing Partner Breakfast	0.00	0.00	0.00
Miscellaneous Expense	0.00	0.00	0.00
New Member Functions			
New Member Lunches	60.08	60.00	0.08
<b>Total New Member Functions</b>	<b>60.08</b>	<b>60.00</b>	<b>0.08</b>
Salary Survey Costs	0.00	0.00	0.00
Small Firm Group	21.00	21.00	0.00
Strategic Alliances Committee	0.00	0.00	0.00
Stipends & Scholarships			
Board Stipend- President	0.00	0.00	0.00
Board Stipend- President Elect	0.00	0.00	0.00
Board Stipend- Sec & Treas	0.00	0.00	0.00
Committee Chair Stipend	0.00	0.00	0.00
Chapter Leadership Institute			
Board Member-CLI	0.00	0.00	0.00
President - CLI	0.00	0.00	0.00
<b>Total Chapter Leadership Institute</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Quest Scholarship	0.00	0.00	0.00
Scholarships-Non Board	0.00	0.00	0.00
Scholarships-Other Conference	0.00	0.00	0.00
Silent Auction Items	0.00	0.00	0.00
<b>Total Stipends &amp; Scholarships</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>766.87</b>	<b>931.00</b>	<b>-164.13</b>
<b>Net Ordinary Income</b>	<b>3,558.13</b>	<b>3,319.00</b>	<b>239.13</b>
Other Income/Expense			
Other Income			
Interest Income	0.14	0.00	0.14
Other Income	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.14</b>	<b>0.00</b>	<b>0.14</b>
<b>Net Other Income</b>	<b>0.14</b>	<b>0.00</b>	<b>0.14</b>
<b>Net Income</b>	<b>3,558.27</b>	<b>3,319.00</b>	<b>239.27</b>

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**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
 April through May 2015

	May 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Annual Sponsorship</b>			
Bronze	0.00	0.00	0.00
Silver	925.00	0.00	925.00
Gold	0.00	0.00	0.00
Diamond	0.00	0.00	0.00
Annual Sponsorship - Other	0.00	0.00	0.00
<b>Total Annual Sponsorship</b>	925.00	0.00	925.00
<b>Business Partner Fair</b>			
Additional Reps	0.00	0.00	0.00
<b>Total Business Partner Fair</b>	0.00	0.00	0.00
<b>Education</b>			
Chapter Monthly Lunch Receipts	20.00	500.00	-480.00
Seminars	50.00	0.00	50.00
<b>Total Education</b>	70.00	500.00	-430.00
<b>Membership Dues</b>	500.00	400.00	100.00
<b>Salary Survey</b>	0.00	0.00	0.00
<b>Total Income</b>	1,495.00	900.00	595.00
<b>Gross Profit</b>	1,495.00	900.00	595.00
<b>Expense</b>			
Bank Service Charges/Paypal	31.06	50.00	-18.94
<b>Board Expenses</b>			
Advertising and Promotion	0.00	0.00	0.00
Board Meetings	12.00	25.00	-13.00
Board Retreat	0.00	0.00	0.00
<b>Total Board Expenses</b>	12.00	25.00	-13.00
<b>Business Partner Expenses</b>			
<b>Business Partner Expo</b>			
Deposits	0.00	0.00	0.00
Food & Beverages	0.00	0.00	0.00
Other	0.00	0.00	0.00
Parking	0.00	0.00	0.00
<b>Total Business Partner Expo</b>	0.00	0.00	0.00
Vendor Appreciation Party	0.00	0.00	0.00
<b>Total Business Partner Expenses</b>	0.00	0.00	0.00
Chapter Logo Supplies	0.00	0.00	0.00
<b>Communications</b>			
Author Incentives	0.00	0.00	0.00
Committee Meetings	0.00	0.00	0.00
Designer Fees	0.00	0.00	0.00
Maintenance	87.50	750.00	-662.50
Monthly Fee	0.00	0.00	0.00
<b>Total Communications</b>	87.50	750.00	-662.50
Community Challenge Expenses	0.00	250.00	-250.00
<b>Education Costs</b>			
Audio Visual	54.13	0.00	54.13
Chapter Monthly Lunches	630.99	700.00	-69.01
Lunches-Education Seminar	0.00	0.00	0.00
Speakers-Education Seminar	0.00	0.00	0.00
Webinars and Audio Conferences	0.00	0.00	0.00
<b>Total Education Costs</b>	685.12	700.00	-14.88
<b>Insurance</b>			
Fidelity Bond Premium	0.00	0.00	0.00
<b>Total Insurance</b>	0.00	0.00	0.00

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 Cash Basis

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
 April through May 2015

	May 15	Budget	\$ Over Budget
Managing Partner Breakfast	0.00	0.00	0.00
Miscellaneous Expense	0.00	45.00	-45.00
New Member Functions			
New Member Lunches	0.00	70.00	-70.00
<b>Total New Member Functions</b>	<b>0.00</b>	<b>70.00</b>	<b>-70.00</b>
Salary Survey Costs	0.00	0.00	0.00
Small Firm Group	0.00	21.00	-21.00
Strategic Alliances Committee	0.00	0.00	0.00
Stipends & Scholarships			
Board Stipend- President	2,150.00	2,150.00	0.00
Board Stipend- President Elect	2,150.00	2,150.00	0.00
Board Stipend- Sec & Treas	2,114.57	2,150.00	-35.43
Committee Chair Stipend	983.23	0.00	983.23
Chapter Leadership Institute			
Board Member-CLI	0.00	0.00	0.00
President - CLI	0.00	0.00	0.00
<b>Total Chapter Leadership Institute</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Quest Scholarship	2,000.00	2,000.00	0.00
Scholarships-Non Board	1,980.42	0.00	1,980.42
Scholarships-Other Conference	0.00	0.00	0.00
Silent Auction Items	0.00	250.00	-250.00
<b>Total Stipends &amp; Scholarships</b>	<b>11,378.22</b>	<b>8,700.00</b>	<b>2,678.22</b>
<b>Total Expense</b>	<b>12,193.90</b>	<b>10,611.00</b>	<b>1,582.90</b>
<b>Net Ordinary Income</b>	<b>-10,698.90</b>	<b>-9,711.00</b>	<b>-987.90</b>
Other Income/Expense			
Other Income			
Interest Income	0.43	0.00	0.43
Other Income	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.43</b>	<b>0.00</b>	<b>0.43</b>
<b>Net Other Income</b>	<b>0.43</b>	<b>0.00</b>	<b>0.43</b>
<b>Net Income</b>	<b>-10,698.47</b>	<b>-9,711.00</b>	<b>-987.47</b>

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 Cash Basis

## Austin Chapter - Association of Legal Administrators Profit & Loss Budget vs. Actual April through May 2015

	TOTAL		
	Apr - May 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Annual Sponsorship</b>			
Bronze	450.00	0.00	450.00
Silver	925.00	0.00	925.00
Gold	0.00	0.00	0.00
Diamond	0.00	0.00	0.00
Annual Sponsorship - Other	0.00	450.00	-450.00
<b>Total Annual Sponsorship</b>	1,375.00	450.00	925.00
<b>Business Partner Fair</b>			
Additional Reps	0.00	0.00	0.00
<b>Total Business Partner Fair</b>	0.00	0.00	0.00
<b>Education</b>			
Chapter Monthly Lunch Receipts	420.00	900.00	-480.00
Seminars	1,150.00	1,100.00	50.00
<b>Total Education</b>	1,570.00	2,000.00	-430.00
<b>Membership Dues</b>	2,875.00	2,700.00	175.00
<b>Salary Survey</b>	0.00	0.00	0.00
<b>Total Income</b>	5,820.00	5,150.00	670.00
<b>Gross Profit</b>	5,820.00	5,150.00	670.00
<b>Expense</b>			
<b>Bank Service Charges/Paypal</b>	34.99	200.00	-165.01
<b>Board Expenses</b>			
Advertising and Promotion	0.00	0.00	0.00
Board Meetings	270.50	325.00	-54.50
Board Retreat	123.36	100.00	23.36
<b>Total Board Expenses</b>	393.86	425.00	-31.14
<b>Business Partner Expenses</b>			
<b>Business Partner Expo</b>			
Deposits	0.00	0.00	0.00
Food & Beverages	0.00	0.00	0.00
Other	0.00	0.00	0.00
Parking	0.00	0.00	0.00
<b>Total Business Partner Expo</b>	0.00	0.00	0.00
Vendor Appreciation Party	0.00	0.00	0.00
<b>Total Business Partner Expenses</b>	0.00	0.00	0.00
<b>Chapter Logo Supplies</b>	0.00	0.00	0.00
<b>Communications</b>			
Author Incentives	0.00	0.00	0.00
Committee Meetings	0.00	0.00	0.00
Designer Fees	0.00	0.00	0.00
Maintenance	87.50	750.00	-662.50
Monthly Fee	300.00	300.00	0.00
<b>Total Communications</b>	387.50	1,050.00	-662.50
<b>Community Challenge Expenses</b>	0.00	250.00	-250.00
<b>Education Costs</b>			
Audio Visual	54.13	0.00	54.13
Chapter Monthly Lunches	630.99	700.00	-69.01
Lunches-Education Seminar	0.00	0.00	0.00
Speakers-Education Seminar	0.00	0.00	0.00
Webinars and Audio Conferences	0.00	0.00	0.00
<b>Total Education Costs</b>	685.12	700.00	-14.88
<b>Insurance</b>			
Fidelity Bond Premium	0.00	0.00	0.00
<b>Total Insurance</b>	0.00	0.00	0.00



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 Cash Basis

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss Budget vs. Actual**  
 April through May 2015

	TOTAL		
	Apr - May 15	Budget	\$ Over Budget
Managing Partner Breakfast	0.00	0.00	0.00
Miscellaneous Expense	0.00	45.00	-45.00
New Member Functions			
New Member Lunches	60.08	130.00	-69.92
<b>Total New Member Functions</b>	<b>60.08</b>	<b>130.00</b>	<b>-69.92</b>
Salary Survey Costs	0.00	0.00	0.00
Small Firm Group	21.00	42.00	-21.00
Strategic Alliances Committee	0.00	0.00	0.00
Stipends & Scholarships			
Board Stipend- President	2,150.00	2,150.00	0.00
Board Stipend- President Elect	2,150.00	2,150.00	0.00
Board Stipend- Sec & Treas	2,114.57	2,150.00	-35.43
Committee Chair Stipend	983.23	0.00	983.23
Chapter Leadership Institute			
Board Member-CLI	0.00	0.00	0.00
President - CLI	0.00	0.00	0.00
<b>Total Chapter Leadership Institute</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Quest Scholarship	2,000.00	2,000.00	0.00
Scholarships-Non Board	1,980.42	0.00	1,980.42
Scholarships-Other Conference	0.00	0.00	0.00
Silent Auction Items	0.00	250.00	-250.00
<b>Total Stipends &amp; Scholarships</b>	<b>11,378.22</b>	<b>8,700.00</b>	<b>2,678.22</b>
<b>Total Expense</b>	<b>12,960.77</b>	<b>11,542.00</b>	<b>1,418.77</b>
<b>Net Ordinary Income</b>	<b>-7,140.77</b>	<b>-6,392.00</b>	<b>-748.77</b>
Other Income/Expense			
Other Income			
Interest Income	0.57	0.00	0.57
Other Income	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.57</b>	<b>0.00</b>	<b>0.57</b>
<b>Net Other Income</b>	<b>0.57</b>	<b>0.00</b>	<b>0.57</b>
<b>Net Income</b>	<b>-7,140.20</b>	<b>-6,392.00</b>	<b>-748.20</b>



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

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

STATEMENT ISSUED  
05-29-2015

063874

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AUSTIN CHAPTER OF THE ASSOCIATION  
OF LEGAL ADMINISTRATORS  
C/O NOELKE MAPLES ETAL  
901 S MOPAC EXPY  
AUSTIN TX 78746



0

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**FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000**

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
32,299.37	3	3,213.94	8	27,461.15	8,052.16

Activity Items Processed 50 Cash Processed \$70.00

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

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
05-01	DEPOSIT	1,750.00	05-21	DEPOSIT	445.00

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-21	1,018.94	ELECTRONIC DEPOSIT	PAYPAL TRANSFER 5LNJ28TEEPBWE

----- CHECKS PAID -----

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
05-13	1644 #	139.52	05-18	1650 #	87.50	05-29	1653 * #	2,983.23
05-22	1648 * #	12.00	05-28	1651 #	1,573.36	05-29	1655 * #	1,980.42
05-15	1649 #	685.12						

\* A BREAK IN CHECK NUMBER SEQUENCE  
# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-05	.00	INTERNET STMT COPY REQ	
05-15	20,000.00	INTERNET FUND TRANSFER	TO ACCOUNT XXXXX0378

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04-30	32,299.37	05-15	13,224.73	05-22	14,589.17
05-01	34,049.37	05-18	13,137.23	05-28	13,015.81
05-05	34,049.37	05-21	14,601.17	05-29	8,052.16
05-13	33,909.85				



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

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

STATEMENT ISSUED  
05-29-2015

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AUSTIN CHAPTER OF THE ASSOCIATION



4/22/15  
DEPOSIT TICKET  
TOTAL DEPOSIT \$1,750.00  
DEPOSITS MAY NOT BE CASHED FOR CASH/ATM WITHDRAWAL.  
FROST BANK TOTAL IN SCREENED BOXES  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
Frost  
\$ 1,750.00  
⑆114000093⑆ 591209000⑆ 20

5/22/15  
DEPOSIT TICKET  
TOTAL DEPOSIT \$445.00  
DEPOSITS MAY NOT BE CASHED FOR CASH/ATM WITHDRAWAL.  
FROST BANK TOTAL IN SCREENED BOXES  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
Frost  
\$ 445.00  
⑆114000093⑆ 591209000⑆ 20

05/01/15 #0 \$1,750.00

05/21/15 #0 \$445.00

1644  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
4/6/2015  
PAY TO THE ORDER OF Kelly Barker \$139.52  
One Hundred Thirty-Nine and 52/100  
Kelly Barker  
MEMO Reimburse Thistle Cafe for Board Mtg 3/12/15  
⑆001654⑆ ⑆114000093⑆ 591209000⑆

1648  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
5/8/2015  
PAY TO THE ORDER OF Austin Bar Association \$12.00  
Twelve and 00/100  
Austin Bar Association  
MEMO Invoice 2844  
⑆001654⑆ ⑆114000093⑆ 591209000⑆

05/13/15 #1644 \$139.52

05/22/15 #1648 \$12.00

1649  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
5/8/2015  
PAY TO THE ORDER OF Headline Club \$85.12  
Six Hundred Eighty-Five and 12/100  
Headline Club  
MEMO Member 1408/Reference 171332, 21347  
⑆001654⑆ ⑆114000093⑆ 591209000⑆

1650  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
5/8/2015  
PAY TO THE ORDER OF PaperStreet Web Design, Inc. \$87.50  
Eighty-Seven and 50/100  
PaperStreet Web Design, Inc.  
MEMO Invoice 31489  
⑆001650⑆ ⑆114000093⑆ 591209000⑆

05/15/15 #1649 \$85.12

05/18/15 #1650 \$87.50

1651  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
5/20/2015  
PAY TO THE ORDER OF Linda Siegert \$1,573.36  
One Thousand Five Hundred Seventy-Three and 36/100  
Linda Siegert  
MEMO 2015 Annual Conference: Board Stipend  
⑆001651⑆ ⑆114000093⑆ 591209000⑆

1653  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
5/28/2015  
PAY TO THE ORDER OF Bickerstaff Health Delgado Acosta LLP \$2,983.23  
Two Thousand Nine Hundred Eighty-Three and 23/100  
Bickerstaff Health Delgado Acosta LLP  
MEMO S. Jurels: 2015 Natl Conf (2 stipends)  
⑆001653⑆ ⑆114000093⑆ 591209000⑆

05/28/15 #1651 \$1,573.36

05/29/15 #1653 \$2,983.23

1655  
AUSTIN CHAPTER OF THE ASSOCIATION OF LEGAL ADMINISTRATORS  
PO BOX 339  
AUSTIN, TX 78767-0339  
5/28/2015  
PAY TO THE ORDER OF Elaine Nielsen \$1,980.42  
One Thousand Nine Hundred Eighty and 42/100  
Elaine Nielsen  
MEMO 2015 National & Speciality Scholarship  
⑆001655⑆ ⑆114000093⑆ 591209000⑆

05/29/15 #1655 \$1,980.42

1:26 PM

06/08/15

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
**Frost Bank Checking, Period Ending 05/31/2015**

	<u>May 31, 15</u>
Beginning Balance	32,299.37
Cleared Transactions	
Checks and Payments - 14 items	-32,044.38
Deposits and Credits - 5 items	7,797.17
Total Cleared Transactions	<u>-24,247.21</u>
Cleared Balance	<u><b>8,052.16</b></u>
Uncleared Transactions	
Checks and Payments - 4 items	-5,062.55
Total Uncleared Transactions	<u>-5,062.55</u>
Register Balance as of 05/31/2015	<u><b>2,989.61</b></u>
Ending Balance	<u>2,989.61</u>

## Austin Chapter - Association of Legal Administrators Reconciliation Detail

Frost Bank Checking, Period Ending 05/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						32,299.37
<b>Cleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Check	04/06/2015	1644	Kelly Barker	X	-139.52	-139.52
Check	05/08/2015	1649	Headliners Club	X	-685.12	-824.64
Check	05/08/2015	1650	PaperStreet Web D...	X	-87.50	-912.14
Check	05/08/2015	1648	Austin Bar Associati...	X	-12.00	-924.14
Deposit	05/15/2015		Transfer	X	-10,600.00	-11,524.14
Deposit	05/15/2015		Transfer	X	-4,500.00	-16,024.14
Deposit	05/15/2015		Transfer	X	-3,500.00	-19,524.14
Deposit	05/15/2015		Transfer	X	-1,400.00	-20,924.14
General Journal	05/19/2015	81664		X	-1,600.00	-22,524.14
Check	05/26/2015	1653	Bickerstaff Heath D...	X	-2,983.23	-25,507.37
Check	05/26/2015	1653	Bickerstaff Heath D...	X	-2,000.00	-27,507.37
Check	05/26/2015	1651	Linda Siegert	X	-1,573.36	-29,080.73
Check	05/26/2015	1653	Bickerstaff Heath D...	X	-983.23	-30,063.96
Check	05/28/2015	1655	Elaine Nielsen	X	-1,980.42	-32,044.38
Total Checks and Payments					-32,044.38	-32,044.38
<b>Deposits and Credits - 5 items</b>						
Deposit	04/29/2015			X	1,750.00	1,750.00
Deposit	05/19/2015			X	1,018.94	2,768.94
General Journal	05/19/2015	81664		X	1,600.00	4,368.94
Deposit	05/21/2015			X	445.00	4,813.94
Check	05/26/2015	1653	Bickerstaff Heath D...	X	2,983.23	7,797.17
Total Deposits and Credits					7,797.17	7,797.17
Total Cleared Transactions					-24,247.21	-24,247.21
Cleared Balance					-24,247.21	8,052.16
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	04/29/2015	1647	Shary Tutt		-221.34	-221.34
Check	05/26/2015	1652	Eichelbaum Wardell...		-541.21	-762.55
Check	05/28/2015	1654	Diane Dettmann		-2,150.00	-2,912.55
Check	05/28/2015	1656	Shary Tutt		-2,150.00	-5,062.55
Total Checks and Payments					-5,062.55	-5,062.55
Total Uncleared Transactions					-5,062.55	-5,062.55
Register Balance as of 05/31/2015					-29,309.76	2,989.61
<b>Ending Balance</b>					<b>-29,309.76</b>	<b>2,989.61</b>



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

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

STATEMENT ISSUED  
05-29-2015

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Page 1 of 2

AUSTIN CHAPTER OF THE ASSOCIATION  
OF LEGAL ADMINISTRATORS  
C/O NOELKE MAPLES ETAL  
901 S MOPAC EXPY  
AUSTIN TX 78746



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

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
5,868.53	1	20,000.43	0	.00	25,868.96

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-15	20,000.00	INTERNET FUND TRANSFER	FROM ACCOUNT XXXXX9000
05-31	.43	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
05-05	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04-30	5,868.53	05-15	25,868.53	05-29	25,868.96
05-05	5,868.53				

1:23 PM

06/08/15

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Summary**  
Frost Money Market, Period Ending 05/31/2015

	<u>May 31, 15</u>
Beginning Balance	5,868.53
Cleared Transactions	
Checks and Payments - 2 items	-25,868.53
Deposits and Credits - 7 items	45,868.96
Total Cleared Transactions	<u>20,000.43</u>
<b>Cleared Balance</b>	<b><u>25,868.96</u></b>
Register Balance as of 05/31/2015	25,868.96
Ending Balance	25,868.96

**Austin Chapter - Association of Legal Administrators**  
**Reconciliation Detail**  
**Frost Money Market, Period Ending 05/31/2015**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						5,868.53
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
General Journal	05/19/2015	81664		X	-20,000.00	-20,000.00
General Journal	05/19/2015	81664		X	-5,868.53	-25,868.53
Total Checks and Payments					-25,868.53	-25,868.53
<b>Deposits and Credits - 7 items</b>						
Deposit	05/15/2015			X	20,000.00	20,000.00
General Journal	05/19/2015	81664		X	3,000.00	23,000.00
General Journal	05/19/2015	81664		X	3,500.00	26,500.00
General Journal	05/19/2015	81664		X	4,268.53	30,768.53
General Journal	05/19/2015	81664		X	4,500.00	35,268.53
General Journal	05/19/2015	81664		X	10,600.00	45,868.53
Deposit	05/31/2015			X	0.43	45,868.96
Total Deposits and Credits					45,868.96	45,868.96
Total Cleared Transactions					20,000.43	20,000.43
Cleared Balance					20,000.43	25,868.96
Register Balance as of 05/31/2015					20,000.43	25,868.96
<b>Ending Balance</b>					<b>20,000.43</b>	<b>25,868.96</b>