



**Austin Chapter of the Association of Legal Administrators
BOARD MEETING
August 15, 2019
4:00 PM
2705 Bee Caves Rd., Ste. 160; Austin, TX 78746**

The meeting was called to order at 4:05 PM.

Members Present: Holly Pulido, Ana Helton, Maria Mason, Dea McCart, Summer Jurells, Precious Haynes, Angela Sanford, Christine Giles

Members Not Present: Alice Bolander, Clare Chachere, Diane Dettmann, Liz Elmquist, Cassidy Kennedy

July 2019 Board Meeting Minutes

Ana made a motion to approve the July 2019 minutes, and Summer seconded the motion. The minutes were approved.

July 2019 Treasurer's Report

Things are quiet right now. Excluding reserves, we currently have \$25,000 more in the bank than we did at this time last year, and hope to start the next board year in better financial shape than we did this year. The increased cash is due to increases in membership dues and business partner sponsorship revenue. We will receive a large bill for Headliners Club in August, as we are billed quarterly.

Interim Votes

CLI was more expensive than expected, and the \$1250 stipends we provided to Cassidy and Precious did not cover the event in full. Via email, the Board approved a \$250 increase to each stipend, to increase the maximum to \$1500.

Upcoming Due Dates, Deadlines, and Responsibilities

1. August 31, 2019: Maria to submit July 2019 minutes to ALA HQ and post on the chapter website.
2. August 31, 2019: Chair, Education Committee to submit July 2019 Education Summary Report to ALA HQ.

Upcoming Educational Opportunities and Events

1. August 22: Lunch & Learn – Paradox of Potential
2. September 12: Legal Expo (We will begin contacting BPs about the expo shortly).

Committee Reports

1. Business Partner: The committee is working on the program for next year. They looked closely at the Silver level, making sure enough value is there. Efforts were made to enhance face time for the BPs, add new benefits, and list benefits we are already providing but haven't previously spelled out. They removed some printed items to simplify things for volunteers, and added benefits for the Platinum level (trying not to increase the cost substantially). Other committees must review and commit to meeting their assigned obligations. The board walked through all of the changes and made small updates, then approved the new program. Registrations are coming in for the expo for both BPs and members. Angela has secured sponsors to cover the cost of the happy hour. We will go to Fleming's for the BP appreciation event, which will take place on a Wednesday or Thursday in October or November.
2. Communications: The newsletter was sent out.
3. Community Relations: We are doing a fundraising drive for Communities in Schools. Animal charities have proven difficult to work with. We are doing a Party in the Park sponsorship with Raymond James to raise money for park cleanup in early October, and will also do cleanup day that can include families on November 2. Summer has a call scheduled with the Salvation Army to discuss other opportunities. We will also organize Blue/Brown Santa, and will look into working with Casa Marianella (tutoring, etc. for immigrant children).
4. Education:
 - a. October and November programming will be added to the website soon.
 - b. There is an upcoming meeting of the committee to plan next year's education calendar.
5. Membership: No report was provided.
6. Strategic Alliances: The October luncheon education on Records Management is with the ARMA representative from Nashville. We have met with a CAPA representative, and have emailed about some joint ventures with an Austin Bar Assoc representative. Kerry is reaching out to ILTA to work with them, and Dea is working with Williamson county to put together a joint spring event.

Open Business

1. CLI Report from Precious: Precious began by thanking the Board for providing the scholarships to her and Cassidy; CLI was a good conference with good information; the session on chapter social media used our LinkedIn page as an example, and reinforced ideas Precious already had (i.e. use hashtags with high traffic, repost member posts); she learned about CANVA – a graphic

design tool to make templates; a general session discussed bylaw amendment that recently passed; there was a suggestion to rename chapter committees to teams; there was discussion of member engagement and focusing your energy on the ones who will engage, reverse expos, and incentives for bringing in new members; Karie presented on the decision matrix, a session we will add to our education lineup next year.

2. Texas Chapter Retreat: We still need 6 or 7 additional sponsors (capped at 20; members are asked to reach out to potential sponsors; we will begin to gather donations for the school we will support, and to promote registration.
3. Auditors for 2018/2019: Maria Mason & Dea McCart completed the audit with no concerns.
4. Tax Return Filing: The tax return was filed on 08/15/19.
5. Chapter Compliance to HQ: Ana sent the compliance form to HQ.
6. Listserv Platform: Cassidy plans to establish a beta test group soon.

New Business

1. Board Meeting Timing: Board meetings will be moved from lunchtime to late afternoons, and we will alternate between live and telephone meetings.

Non-Agenda

1. Everyone is asked to review the President's Award checklist, which will be discussed at the next meeting.
2. Julie Smith volunteered to update Managing Partner data, and a report will be made next month.

Announcements & Adjourn

The meeting was adjourned at 5:56 PM.

The next Board Meeting is scheduled for September 19, 2019, by telephone.



Treasurer's Report 07/31/2019

Bank Account balances at end of statement period:

Checking	\$ 25,557.64
Retreat	\$ 11,898.58
Money Market	\$ 106,108.17
TOTAL	\$143,564.39

Monthly activity:

Income: **\$6,803.83**

Expo Income (BPs & Members):	\$ 2,730.00
Retreat Sponsorships:	\$ 3,000.00
Lunch income:	\$ 810.00
Member Dues:	\$ 225.00
Interest:	\$ 38.83

Outgo: **\$11,321.94**

Retreat Expenses:	\$ 6,901.42
Monthly Lunches:	\$ 3,709.64
Communications:	\$ 170.00
Expo:	\$ 0.00
Education Other:	\$ 500.00
Bank & Credit Card Fees:	\$ 40.88
Website:	\$ 0.00

Profit (Loss) **(\$4,518.11)**

Non-cash activity: **\$170.00**

Star Chapter prepaid	\$0.00
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Cash Flow (current): **(\$4,348.11)**

Budget and Cash Flow Planning:

- We have about \$51,000 more cash on hand than this time last year. [Excluding Retreat funds = \$39,000]
- \$11,898.58 of the cash on hand is reserved for the State Wide Retreat.
- Underbudget on stipends. Please let me know if you realistically expect to use your stipend this year.
- Expo expenses paid in September.
- Multiple Headliner's bills paid this month.

Austin Chapter ALA Cash Flow Actual and Budget		Black Numbers = Actual					Blue Numbers = projected/budgeted								
Fiscal Year Ending 3.31.20		Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Under (Over) Budget
Revenue															
	Business Partners	3,250	1,500	750		2,200	(450)		15,000	20,000	17,000	5,000	1,500	65,750	2,650.00
	Member Dues	4,605	1,050		450	225				225	720	4,800		12,075	975.00
	Lunches & Seminars	780	920	760	990	1,340	950	950	950	700		500		8,840	40.00
	Chapter Retreat		3,000	9,000	4,500	3,000								19,500	19,500.00
	Other	54	56	55	57	39	20	10	10	15	25	30	35	406	155.92
	TOTAL REVENUE	8,689	6,526	10,565	5,997	6,804	520	960	15,960	20,015	17,950	5,750	6,835	106,571	23,320.92
Expenses															
	Retreat Expenses		9	591	100	6,901	3,000	3,000				5,899		19,500	(19,500.00)
	Bank/Paypal Fees	(43)	153	98	79	41	200	50	50	400	350	250	150	1,779	21.49
	Board												400	400	-
	Strategic Alliances													0	-
	Business Partner Expo				401		9,600	1,500		1,500				13,001	99.17
	Vendor Parties (nonExpo)	1,638							2,300	1,000				4,938	(787.57)
	Charitable Contributions		104				500							604	396.00
	Logo Supplies													0	-
	Community Challenge						100							100	-
	Member Outreach/Networking													0	-
	Communications		85	85	77	170	85	125	95	200	125	125	85	1,257	2.63
	Monthly Luncheons	3,480				4,210		2,500	1,000	1,000		2,000	1,000	15,189	(4,989.30)
	Education (excl. Mo. Meals)			150		0	3,000	1,500			1,990			6,640	350.00
	Insurance				232			250						482	(232.00)
	MP Breakfast		4,510				1,500		1,500			5,300		12,810	(4,510.00)
	Miscellaneous	224					100	100	100	100	82	200		906	(123.96)
	Stipends & Scholarships	5,750	1,723				5,000	10,000						22,473	12,977.49
	CLI				2,991									2,991	(491.19)
	New Member	123			132		250			250		150		905	(5.34)
	Chapter Dinners	369												369	281.16
	Silent Auction Items													0	300.00
	Regional Hospitality													0	-
	Regional Activity													0	-
	Visitor Hospitality													0	-
	TOTAL EXPENSES	11,541	6,583	924	4,013	11,322	23,335	19,025	5,045	4,450	2,547	13,924	1,635	104,343	(16,211.42)
Profit (Loss)		(2,851)	(57)	9,641	1,984	(4,518)	(22,815)	(18,065)	10,915	15,565	15,403	(8,174)	5,200	2,227	7,109.50
Asset adj. (prepaids & AR)		(935)	85	85		170	85	85	85	85	85	85		(85)	(85.00)
Net cash flow		(3,786)	28	9,726	1,984	(4,348)	(22,730)	(17,980)	11,000	15,650	15,488	(8,089)	5,200	2,142	7,024.50
Beginning Checking balance		21,679	15,273	12,254	13,516	11,043	25,558	20,808	15,818	16,808	17,443	17,906	15,686		
Transfer (to) from MM		(2,565)				15,000	15,000	10,000	(10,000)	(15,000)	(15,000)		(5,000)		
Ending Checking balance		15,273	12,254	13,516	11,043	25,558	20,808	15,818	16,808	17,443	17,906	15,686	15,851	15,851	
Money Market balance		120,902	120,958	121,013	121,069	106,108	91,128	81,138	91,148	106,163	121,188	121,218	126,253	126,253	
Retreat Account		0	2,991	11,400	15,800	11,899	8,899	5,899	5,899	5,899	5,899	0	0	0	
Total Cash in Hand		136,175	136,203	145,929	147,913	143,564	120,834	102,854	113,854	129,504	144,992	136,904	142,104	142,104	
Estimated Change in Cash at Year End														2,143	excluding Retre
Budgeted Change in Cash at Year End														(4,912)	excluding Retre
Over (Under) Original Cash Projection														7,055	excluding Retre

Fiscal Year Ending 3.31.20

Fiscal Year Ending 3.31.20		Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
Revenue														
Business Partners	3,000	2,050					(450)		15,000	20,000	17,000	5,000	1,500	63,100
Member Dues	3,000	1,800									750	750	4,800	11,100
Lunches & Seminars	950	950	950	950	950	950	950	950	950		700		500	8,800
Chapter Retreat														0
Other	30	25	25	20	15	10	10	10	10	15	25	30	35	250
TOTAL REVENUE	6,980	4,825	975	970	965	510	960	15,960	20,015	18,475	5,780		6,835	83,250
Expenses														
Bank/Paypal Fees	100	100	50	50	50	200	50	50	400	350	250		150	1,800
Board													400	400
Strategic Alliances														0
Business Partner Expo				2,000		9,600			1,500					13,100
Vendor Parties (nonExpo)	850							2,300	1,000					4,150
Charitable Contributions		500				500								1,000
Logo Supplies														0
Community Challenge		50				50								100
Member Outreach/Networking														0
Communications	85	125	85	85	125	85	125	95	200	125	125			1,260
Monthly Luncheons	1,200	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		1,000		1,000	10,200
Education (excl. Mo. Meals)			2,000			3,000				1,990				6,990
Insurance							250							250
MP Breakfast				1,500				1,500			5,300			8,300
Miscellaneous			100	100	100	100	100	100	100	82				782
Stipends & Scholarships	13,000	7,450				5,000	10,000							35,450
CLI				2,500										2,500
New Member		250				250			250		150			900
														0
Chapter Dinners		650												650
Silent Auction Items		300												300
Regional Hospitality														0
Regional Activity														0
Visitor Hospitality														0
TOTAL EXPENSES	15,235	10,425	3,235	7,235	1,275	19,785	10,525	5,045	4,450	2,547	6,825		1,550	88,132
Profit (Loss)	(8,255)	(5,600)	(2,260)	(6,265)	(310)	(19,275)	(9,565)	10,915	15,565	15,928	(1,045)		5,285	(4,882)
Asset adj. (prepaids & AR)	(850)	85	85	85	85	85	85	85	85	85	85			0
Net cash flow	(9,105)	(5,515)	(2,175)	(6,180)	(225)	(19,190)	(9,480)	11,000	15,650	16,013	(960)		5,285	(4,882)
Beginning Checking balance	21,679	12,544	7,004	14,804	8,604	18,364	14,164	9,674	10,664	11,299	12,287		11,297	
Transfer (to) from MM			10,000		10,000	15,000	5,000	(10,000)	(15,000)	(15,000)				
Ending Checking balance	12,544	7,004	14,804	8,604	18,364	14,164	9,674	10,664	11,299	12,287	11,297		16,547	
Money Market balance	118,282	118,307	108,332	108,352	98,367	83,377	78,387	88,397	103,412	118,437	118,467		118,502	

Stipends & Scholarships
2019-2020 Fiscal Year

Board Stipends - President	Cap	Spent	Declined	Liability
International	2,000.00	2,000.00		-
Other	1,000.00			1,000.00
Total	3,000.00	2,000.00	-	1,000.00

Board Stipends - President Elect	Cap	Spent		Liability
International	2,000.00			2,000.00
Other	1,000.00			1,000.00
Total	3,000.00	-	-	3,000.00

These are guidelines. As long as expenses for each event are reasonable the allocation between the two may be adjusted.

Board Stipends - Secr /Treas/Past Pres	Cap	Spent	Declined	Liability
Secretary	1,750.00			1,750.00
Treasurer	1,750.00			1,750.00
Strategic Alliances/Past Pres.	1,750.00	1,750.00		-
Total	5,250.00	1,750.00	-	3,500.00

One event of their choice.

Committee Chair Stipends	Cap	Spent	Declined	Liability
Business Partner	1,700.00			1,700.00
Communications	1,700.00	1,722.51		(22.51)
Community Relations	1,700.00			1,700.00
Education	1,700.00			1,700.00
Membership	1,700.00			1,700.00
Total	8,500.00	1,722.51	-	6,777.49

Chapter Leadership Institute	Cap	Spent	Declined	Liability
President Elect - reassigned to Board Member	1,250.00	1,500.00		(250.00)
Board Selected Attendee	1,250.00	1,491.19		(241.19)
Total	2,500.00	2,991.19	-	(491.19)

*Total to share based on dou
occupancy.
Overage approved by Board*

Scholarship-Prior Year	Cap	Spent	Declined	Liability	Expiration
To give at Annual Meeting	1,700.00			1,700.00	12/31/2019
				-	
				-	
Total	1,700.00	-	-	1,700.00	

Quest Scholarship	2,000.00	2,000.00	-	-	<i>Cassidy Kennedy</i>
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Scholarships-Non Board	Cap	Spent	Declined	Liability
Merit/Application (TBD)	5,000.00			5,000.00
Statewide Retreat	7,000.00			7,000.00
				-

				-
				-
Total	12,000.00	-	-	12,000.00

Give to folks who attend the most monthly events. Board & Chairs not eligible.

Total Stipends & Scholarships	37,950.00	10,463.70	-	27,486.30
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Austin Chapter - Association of Legal Administrators
Balance Sheet with Prior Month
As of August 31, 2019

	Aug 31, 19	Jul 31, 19
ASSETS		
Current Assets		
Checking/Savings		
Statewide Retreat	11,898.58	15,800.00
Frost Bank Checking		
General Operations (Unreserved)	18,547.98	1,223.86
BP Events Reserve	4,048.19	2,648.19
Communications Reserve	247.63	247.63
Education Reserve	2,350.00	2,850.00
Monthly Lunches Reserve	363.84	4,073.48
Total Frost Bank Checking	25,557.64	11,043.16
Frost Money Market		
MM General Reserves	54,513.25	69,474.42
MM BP Events Reserve	12,563.41	12,563.41
MM Community Relations	996.00	996.00
MM Education Reserves	2,636.86	2,636.86
MM Monthly Lunch Reserve	4,000.00	4,000.00
MM MP Breakfast Reserve	3,790.00	3,790.00
MM Stipend Reserve - Board & Ch	13,908.65	13,908.65
MM Stipend Reserve - Quest & No	13,700.00	13,700.00
Total Frost Money Market	106,108.17	121,069.34
Total Checking/Savings	143,564.39	147,912.50
Other Current Assets		
Prepaid Expenses - Star Chapter	595.00	765.00
Total Other Current Assets	595.00	765.00
Total Current Assets	144,159.39	148,677.50
TOTAL ASSETS	144,159.39	148,677.50
LIABILITIES & EQUITY		
Equity		
Opening Bal Equity	13,329.53	13,329.53
Retained Earnings	126,631.78	126,631.78
Net Income	4,198.08	8,716.19
Total Equity	144,159.39	148,677.50
TOTAL LIABILITIES & EQUITY	144,159.39	148,677.50

Austin Chapter - Association of Legal Administrators
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TOTAL LIABILITIES & EQUITY	144,159.39	148,677.50

Austin Chapter - Association of Legal Administrators

Profit & Loss with YTD

August 2019

	Aug 19	Apr - Aug 19
Ordinary Income/Expense		
Income		
Annual Sponsorship		
Silver	0.00	3,000.00
Diamond	0.00	2,500.00
Total Annual Sponsorship	0.00	5,500.00
Business Partner Expo		
Extra Sponsorships	1,400.00	1,400.00
Additional Reps & Outlets	800.00	800.00
Total Business Partner Expo	2,200.00	2,200.00
Education		
Monthly Lunch Receipts	810.00	3,870.00
Seminars (Spring & Expo)	530.00	920.00
Total Education	1,340.00	4,790.00
Retreat Sponsorship	3,000.00	19,500.00
Membership Dues	225.00	6,330.00
Total Income	6,765.00	38,320.00
Gross Profit	6,765.00	38,320.00
Expense		
Retreat Expenses	6,901.42	7,601.42
Bank & Credit Card Fees	40.88	328.51
Business Partner Expenses		
Business Partner Expo		
Other	0.00	400.83
Total Business Partner Expo	0.00	400.83
BP Events		
Joint BP/Member mtg	0.00	1,637.57
Total BP Events	0.00	1,637.57
Total Business Partner Expenses	0.00	2,038.40
Communications		
Committee Meetings	0.00	52.42
Maintenance	0.00	24.95
Website Monthly Fee	170.00	340.00
Total Communications	170.00	417.37
Community Challenge Expenses		
Charitable Contribution	0.00	104.00
Total Community Challenge Expenses	0.00	104.00
Education Costs		
Equipment	0.00	553.14
Audio Visual	216.52	378.91
Lunches - Monthly meetings	3,493.12	6,257.25
Speakers-all except MP Bkfst	500.00	650.00
Total Education Costs	4,209.64	7,839.30
Insurance		
Fidelity Bond Premium	0.00	232.00
Total Insurance	0.00	232.00
Managing Partner Breakfast		
MP Speaker	0.00	4,510.00

Austin Chapter - Association of Legal Administrators

09/30/19

Profit & Loss with YTD

Cash Basis

August 2019

	Aug 19	Apr - Aug 19
Total Managing Partner Breakfast	0.00	4,510.00
Miscellaneous Expense		
Gifts	0.00	223.96
Total Miscellaneous Expense	0.00	223.96
New Member Functions		
Breakfast Orientation	0.00	89.41
Miscellaneous	0.00	20.11
New Member Lunches	0.00	145.82
Total New Member Functions	0.00	255.34
Stipends & Scholarships		
Board Stipend- President	0.00	2,000.00
Committee Chair Stipend	0.00	3,472.51
Chapter Leadership Institute		
Board Member-CLI	0.00	2,991.19
Total Chapter Leadership Institute	0.00	2,991.19
Quest Scholarship	0.00	2,000.00
Total Stipends & Scholarships	0.00	10,463.70
Chapter Dinner	0.00	368.84
Total Expense	11,321.94	34,382.84
Net Ordinary Income	-4,556.94	3,937.16
Other Income/Expense		
Other Income		
Interest Income	38.83	260.92
Total Other Income	38.83	260.92
Net Other Income	38.83	260.92
Net Income	-4,518.11	4,198.08

9:48 AM

09/30/19

Cash Basis

Austin Chapter - Association of Legal Administrators

Profit & Loss YTD vs. Prior Year

April through August 2019

	Apr - Aug 19	Apr - Aug 18
Ordinary Income/Expense		
Income		
Annual Sponsorship		
Silver	3,000.00	4,050.00
Diamond	2,500.00	0.00
Total Annual Sponsorship	5,500.00	4,050.00
Business Partner Expo		
Extra Sponsorships	1,400.00	0.00
Additional Reps & Outlets	800.00	1,800.00
Total Business Partner Expo	2,200.00	1,800.00
Education		
Monthly Lunch Receipts	3,870.00	3,280.00
Seminars (Spring & Expo)	920.00	840.00
Total Education	4,790.00	4,120.00
Retreat Sponsorship	19,500.00	0.00
Membership Dues	6,330.00	3,475.00
Total Income	38,320.00	13,445.00
Gross Profit	38,320.00	13,445.00
Expense		
Retreat Expenses	7,601.42	0.00
Bank & Credit Card Fees	328.51	418.26
Business Partner Expenses		
Business Partner Expo		
A/V Rental	0.00	1,926.42
Facilities	0.00	3,470.00
Food & Beverages	0.00	5,692.17
Other	400.83	372.68
Parking	0.00	300.00
Total Business Partner Expo	400.83	11,761.27
BP Events		
Joint BP/Member mtg	1,637.57	1,299.00
Total BP Events	1,637.57	1,299.00
Total Business Partner Expenses	2,038.40	13,060.27
Communications		
Committee Meetings	52.42	0.00
Maintenance	24.95	0.00
Website Monthly Fee	340.00	449.95
Newsletter Production	0.00	35.12
Total Communications	417.37	485.07
Community Challenge Expenses		
Community Challenge Event Costs	0.00	37.86
Charitable Contribution	104.00	1,014.49
Total Community Challenge Expenses	104.00	1,052.35
Education Costs		
Equipment	553.14	0.00
Audio Visual	378.91	216.52
Lunches - Monthly meetings	6,257.25	4,890.37
Speakers-all except MP Bkfst	650.00	300.00
Total Education Costs	7,839.30	5,406.89

9:48 AM

09/30/19

Cash Basis

Austin Chapter - Association of Legal Administrators

Profit & Loss YTD vs. Prior Year

April through August 2019

	Apr - Aug 19	Apr - Aug 18
Insurance		
Fidelity Bond Premium	232.00	0.00
Total Insurance	232.00	0.00
Managing Partner Breakfast		
MP Speaker	4,510.00	4,121.72
Total Managing Partner Breakfast	4,510.00	4,121.72
Miscellaneous Expense		
Gifts	223.96	0.00
Total Miscellaneous Expense	223.96	0.00
New Member Functions		
Breakfast Orientation	89.41	0.00
Miscellaneous	20.11	0.00
New Member Lunches	145.82	140.07
Total New Member Functions	255.34	140.07
Small Firm Group	0.00	18.00
Stipends & Scholarships		
Board Stipend- President	2,000.00	2,579.00
Board Stipend- President Elect	0.00	2,000.00
Board Stipend- Secr & Treas	0.00	1,158.00
Committee Chair Stipend	3,472.51	6,408.00
Chapter Leadership Institute		
Board Member-CLI	2,991.19	0.00
Total Chapter Leadership Institute	2,991.19	0.00
Quest Scholarship	2,000.00	0.00
Scholarships-Non Board	0.00	579.00
Scholarships-Prior Year	0.00	1,750.00
Social Event	0.00	1,000.00
Total Stipends & Scholarships	10,463.70	15,474.00
Chapter Dinner	368.84	0.00
Total Expense	34,382.84	40,176.63
Net Ordinary Income	3,937.16	-26,731.63
Other Income/Expense		
Other Income		
Interest Income	260.92	155.32
Total Other Income	260.92	155.32
Net Other Income	260.92	155.32
Net Income	4,198.08	-26,576.31

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows Year to Date
April through August 2019

	<u>Apr - Aug 19</u>
OPERATING ACTIVITIES	
Net Income	4,198.08
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Expenses - Star Chapter	<u>-595.00</u>
Net cash provided by Operating Activities	<u>3,603.08</u>
Net cash increase for period	3,603.08
Cash at beginning of period	<u>139,961.31</u>
Cash at end of period	<u>143,564.39</u>

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows Prior Month
August 2019

	<u>Aug 19</u>
OPERATING ACTIVITIES	
Net Income	-4,518.11
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Expenses - Star Chapter	<u>170.00</u>
Net cash provided by Operating Activities	<u>-4,348.11</u>
Net cash increase for period	-4,348.11
Cash at beginning of period	<u>147,912.50</u>
Cash at end of period	<u>143,564.39</u>

9:20 AM

09/30/19

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 08/31/2019

	Aug 31, 19
Beginning Balance	14,568.77
Cleared Transactions	
Checks and Payments - 10 items	-10,626.13
Deposits and Credits - 26 items	21,675.00
	<hr/>
Total Cleared Transactions	11,048.87
	<hr/>
Cleared Balance	25,617.64
	<hr/> <hr/>
Uncleared Transactions	
Checks and Payments - 1 item	-150.00
Deposits and Credits - 1 item	90.00
	<hr/>
Total Uncleared Transactions	-60.00
	<hr/>
Register Balance as of 08/31/2019	25,557.64
	<hr/> <hr/>
New Transactions	
Checks and Payments - 8 items	-31,972.46
Deposits and Credits - 13 items	15,770.00
	<hr/>
Total New Transactions	-16,202.46
	<hr/>
Ending Balance	9,355.18
	<hr/> <hr/>

9:21 AM

09/30/19

Austin Chapter - Association of Legal Administrators

Reconciliation Detail

Frost Bank Checking, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,568.77
Cleared Transactions						
Checks and Payments - 10 items						
Check	07/26/2019	1909	Holly Pulido	X	-100.00	-100.00
Check	07/26/2019	1908	Holly Pulido	X	-52.42	-152.42
Check	07/29/2019	1910	Cassidy Kennedy	X	-1,705.00	-1,857.42
Check	07/29/2019	1912	Precious Haynes	X	-1,286.19	-3,143.61
Check	07/29/2019	1911	Marsh Wortham	X	-232.00	-3,375.61
General Journal	07/31/2019	81744		X	-3,000.00	-6,375.61
Check	08/02/2019	1913	Steve Ravel	X	-3,709.64	-10,085.25
Check	08/07/2019	Fees	SecureNet	X	-40.88	-10,126.13
Check	08/22/2019	1915	Liz Elmquist	X	-250.00	-10,376.13
Check	08/22/2019	1914	Davis Hill Solutions ...	X	-250.00	-10,626.13
Total Checks and Payments					-10,626.13	-10,626.13
Deposits and Credits - 26 items						
General Journal	07/31/2019	81744		X	3,000.00	3,000.00
Deposit	08/06/2019			X	50.00	3,050.00
Deposit	08/08/2019			X	190.00	3,240.00
Deposit	08/09/2019			X	230.00	3,470.00
Deposit	08/12/2019			X	30.00	3,500.00
Deposit	08/13/2019			X	90.00	3,590.00
Deposit	08/15/2019			X	30.00	3,620.00
Deposit	08/15/2019			X	40.00	3,660.00
General Journal	08/15/2019	81743		X	15,000.00	18,660.00
Deposit	08/16/2019			X	30.00	18,690.00
Deposit	08/18/2019			X	30.00	18,720.00
Deposit	08/19/2019			X	380.00	19,100.00
Deposit	08/21/2019			X	140.00	19,240.00
Deposit	08/21/2019			X	180.00	19,420.00
Deposit	08/26/2019			X	190.00	19,610.00
Deposit	08/28/2019			X	40.00	19,650.00
Deposit	08/29/2019			X	30.00	19,680.00
Deposit	08/29/2019			X	30.00	19,710.00
Deposit	08/29/2019			X	60.00	19,770.00
Deposit	08/29/2019			X	60.00	19,830.00
Deposit	08/29/2019			X	70.00	19,900.00
Deposit	08/29/2019			X	75.00	19,975.00
Deposit	08/29/2019			X	100.00	20,075.00
Deposit	08/29/2019			X	150.00	20,225.00
Deposit	08/29/2019			X	1,400.00	21,625.00
Deposit	08/30/2019			X	50.00	21,675.00
Total Deposits and Credits					21,675.00	21,675.00
Total Cleared Transactions					11,048.87	11,048.87
Cleared Balance					11,048.87	25,617.64
Uncleared Transactions						
Checks and Payments - 1 item						
Check	06/06/2019	1905	State Bar of Texas		-150.00	-150.00
Total Checks and Payments					-150.00	-150.00
Deposits and Credits - 1 item						
Deposit	08/29/2019				90.00	90.00
Total Deposits and Credits					90.00	90.00
Total Uncleared Transactions					-60.00	-60.00
Register Balance as of 08/31/2019					10,988.87	25,557.64

9:21 AM

09/30/19

Austin Chapter - Association of Legal Administrators

Reconciliation Detail

Frost Bank Checking, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 8 items						
Check	09/16/2019	1916	InterContinental Ste...		-12,767.49	-12,767.49
Check	09/16/2019	1916	InterContinental Ste...		-9,000.00	-21,767.49
General Journal	09/22/2019	81748			-6,000.00	-27,767.49
Check	09/23/2019	1918	Bollier Ciccone LLP		-2,496.60	-30,264.09
Check	09/23/2019	1917	Ana Helton		-1,253.43	-31,517.52
Check	09/23/2019	1919	Christine Giles		-250.00	-31,767.52
Check	09/23/2019	1920	Fritz Byrne Head & ...		-160.04	-31,927.56
Check	09/23/2019	1921	Bollier Ciccone LLP		-44.90	-31,972.46
Total Checks and Payments					-31,972.46	-31,972.46
Deposits and Credits - 13 items						
Check	09/16/2019	1916	InterContinental Ste...		9,000.00	9,000.00
General Journal	09/22/2019	81748			6,000.00	15,000.00
Deposit	09/25/2019				40.00	15,040.00
Deposit	09/25/2019				40.00	15,080.00
Deposit	09/25/2019				40.00	15,120.00
Deposit	09/25/2019				40.00	15,160.00
Deposit	09/25/2019				40.00	15,200.00
Deposit	09/25/2019				40.00	15,240.00
Deposit	09/25/2019				40.00	15,280.00
Deposit	09/25/2019				50.00	15,330.00
Deposit	09/25/2019				80.00	15,410.00
Deposit	09/25/2019				160.00	15,570.00
Deposit	09/25/2019				200.00	15,770.00
Total Deposits and Credits					15,770.00	15,770.00
Total New Transactions					-16,202.46	-16,202.46
Ending Balance					-5,213.59	9,355.18



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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
611 W 14TH ST
AUSTIN TX 78701



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Prevention Services. Call (888)481-0336 for more information
on how to protect your business from fraud.

FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
14,568.77	24	18,675.00	9	7,626.13	25,617.64

Activity Items Processed

33

Cash Processed

\$0.00

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-07	50.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-09	190.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-12	230.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-13	30.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-14	90.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-15	30.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-15	15,000.00	INTERNET FUND TRANSFER	FROM ACCOUNT XXXXX0378
08-16	40.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-19	30.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-20	410.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-21	180.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-22	140.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-27	190.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-29	30.00	MOBILE DEPOSIT	
08-29	30.00	MOBILE DEPOSIT	
08-29	40.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538
08-29	60.00	MOBILE DEPOSIT	
08-29	60.00	MOBILE DEPOSIT	
08-29	70.00	MOBILE DEPOSIT	
08-29	75.00	MOBILE DEPOSIT	
08-29	100.00	MOBILE DEPOSIT	
08-29	150.00	MOBILE DEPOSIT	
08-29	1,400.00	MOBILE DEPOSIT	
08-30	50.00	ELECTRONIC DEPOSIT	Worldpay COMB. DEP. 542929831418538

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

DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT	DATE	CHECK	AMOUNT
08-05	1908 #	52.42	08-05	1911 #	232.00	08-26	1914 #	250.00
08-05	1909 #	100.00	08-05	1912 #	1,286.19	08-26	1915 #	250.00
08-06	1910 #	1,705.00	08-14	1913 #	3,709.64			

RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-05	.00	INTERNET STMT COPY REQ	
08-05	.00	INTERNET STMT COPY REQ	
08-07	40.88	ELECTRONIC DEBIT	Worldpay MTHCHGS 542929831418538
08-16	.00	INTERNET STMT COPY REQ	
08-16	.00	INTERNET STMT COPY REQ	
08-19	.00	INTERNET CHK COPY REQ	

Please examine your bank statement upon receipt and report any differences or irregularities as specified in the
Deposit Account Agreement and Other Disclosures.



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AUSTIN CHAPTER OF THE ASSOCIATION



FROST BUSINESS CHECKING : ACCOUNT NO. 59 1209000 (CONTINUED)

----- DAILY BALANCE -----					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-31	14,568.77	08-13	11,652.28	08-21	23,722.64
08-05	12,898.16	08-14	8,032.64	08-22	23,862.64
08-06	11,193.16	08-15	23,062.64	08-26	23,362.64
08-07	11,202.28	08-16	23,102.64	08-27	23,552.64
08-09	11,392.28	08-19	23,132.64	08-29	25,567.64
08-12	11,622.28	08-20	23,542.64	08-30	25,617.64



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STATEMENT ISSUED
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AUSTIN CHAPTER OF THE ASSOCIATION

1908

ASSOCIATION OF LEGAL ADMINISTRATORS
AUSTIN CHAPTER
Austin, Texas 78752
PO Box 1330
Austin, Texas 78767-0339

FROST BANK
Austin, Texas 78752
30-9/1140

7/28/2019

PAY TO THE ORDER OF
Holly Pulido

\$ **\$2.42

Fifty-Two and 42/100*****

Holly Pulido
608 Station Dr.
Cedar Park, TX 78613

TWO SIGNATURES REQUIRED OVER \$500

MEMO
Committee meeting

08/05/19 #1908 \$52.42

1909

ASSOCIATION OF LEGAL ADMINISTRATORS
AUSTIN CHAPTER
Austin, Texas 78752
PO Box 1330
Austin, Texas 78767-0339

FROST BANK
Austin, Texas 78752
30-9/1140

7/28/2019

PAY TO THE ORDER OF
Holly Pulido

\$ **100.00

One Hundred and 00/100*****

Holly Pulido
608 Station Dr.
Cedar Park, TX 78613

TWO SIGNATURES REQUIRED OVER \$500

MEMO

08/05/19 #1909 \$100.00

1910

ASSOCIATION OF LEGAL ADMINISTRATORS
AUSTIN CHAPTER
Austin, Texas 78752
PO Box 1330
Austin, Texas 78767-0339

FROST BANK
Austin, Texas 78752
30-9/1140

7/28/2019

PAY TO THE ORDER OF
Cassidy Kennedy

\$ **1,705.00

One Thousand Seven Hundred Five and 00/100*****

Cassidy Kennedy
301 Brazos St
Unit 1002
Austin, TX 78701 / 78701

TWO SIGNATURES REQUIRED OVER \$500

MEMO
2019 CLI

08/06/19 #1910 \$1,705.00

1911

ASSOCIATION OF LEGAL ADMINISTRATORS
AUSTIN CHAPTER
Austin, Texas 78752
PO Box 1330
Austin, Texas 78767-0339

FROST BANK
Austin, Texas 78752
30-9/1140

7/28/2019

PAY TO THE ORDER OF
Marsh Wortham

\$ **232.00

Two Hundred Thirty-Two and 00/100*****

Marsh Wortham
PO Box 301813
Dallas, TX 75203-1813

TWO SIGNATURES REQUIRED OVER \$500

MEMO
10ALAUS

08/05/19 #1911 \$232.00

1912

ASSOCIATION OF LEGAL ADMINISTRATORS
AUSTIN CHAPTER
Austin, Texas 78752
PO Box 1330
Austin, Texas 78767-0339

FROST BANK
Austin, Texas 78752
30-9/1140

7/29/2019

PAY TO THE ORDER OF
Precious Haynes

\$ **1,285.19

One Thousand Two Hundred Eighty-Six and 19/100*****

Precious Haynes
4124 Canyon Glen Cir
Austin, TX 78732

TWO SIGNATURES REQUIRED OVER \$500

MEMO
2019 CLI

08/05/19 #1912 \$1,286.19

1913

ASSOCIATION OF LEGAL ADMINISTRATORS
AUSTIN CHAPTER
Austin, Texas 78752
PO Box 1330
Austin, Texas 78767-0339

FROST BANK
Austin, Texas 78752
30-9/1140

8/2/2019

PAY TO THE ORDER OF
Steve Ravel

\$ **3,709.64

Three Thousand Seven Hundred Nine and 64/100*****

Steve Ravel
30 Woodlawn Square
Austin, TX 78703

TWO SIGNATURES REQUIRED OVER \$500

MEMO
Reimburse Apr, May, Jun, Jul 2019

08/14/19 #1913 \$3,709.64

1914

ASSOCIATION OF LEGAL ADMINISTRATORS
AUSTIN CHAPTER
Austin, Texas 78752
PO Box 1330
Austin, Texas 78767-0339

FROST BANK
Austin, Texas 78752
30-9/1140

8/22/2019

PAY TO THE ORDER OF
Davis Hill Solutions LLC

\$ **250.00

Two Hundred Fifty and 00/100*****

Davis Hill Solutions LLC
6620 Quincey Cove
Austin, TX 78738

TWO SIGNATURES REQUIRED OVER \$500

MEMO
Speaker's fee 8/22/19

08/26/19 #1914 \$250.00

1915

ASSOCIATION OF LEGAL ADMINISTRATORS
AUSTIN CHAPTER
Austin, Texas 78752
PO Box 1330
Austin, Texas 78767-0339

FROST BANK
Austin, Texas 78752
30-9/1140

8/22/2019

PAY TO THE ORDER OF
Liz Elmquist

\$ **250.00

Two Hundred Fifty and 00/100*****

Liz Elmquist
c/o Lloyd Gosselink
616 Congress Ave #1500
Austin TX 78701

TWO SIGNATURES REQUIRED OVER \$500

MEMO
8/20/19 gift card order for speakers

08/26/19 #1915 \$250.00

3:44 PM

09/13/19

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 08/31/2019

	<u>Aug 31, 19</u>
Beginning Balance	121,069.34
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 1 item	38.83
	<u> </u>
Total Cleared Transactions	-14,961.17
	<u> </u>
Cleared Balance	106,108.17
	<u> </u>
Register Balance as of 08/31/2019	106,108.17
Ending Balance	106,108.17

3:44 PM

09/13/19

Austin Chapter - Association of Legal Administrators

Reconciliation Detail

Frost Money Market, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						121,069.34
Cleared Transactions						
Checks and Payments - 1 item						
General Journal	08/15/2019	81743		X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 1 item						
Deposit	08/31/2019			X	38.83	38.83
Total Deposits and Credits					38.83	38.83
Total Cleared Transactions					-14,961.17	-14,961.17
Cleared Balance					-14,961.17	106,108.17
Register Balance as of 08/31/2019					-14,961.17	106,108.17
Ending Balance					-14,961.17	106,108.17



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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
611 W 14TH ST
AUSTIN TX 78701



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on how to protect your business from fraud.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378					
DEPOSITS			WITHDRAWALS		
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	AMOUNT	BALANCE THIS STATEMENT
121,069.34	0	38.83	1	15,000.00	106,108.17

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-31	38.83	INTEREST PAID	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-05	.00	INTERNET STMT COPY REQ	
08-05	.00	INTERNET STMT COPY REQ	
08-05	.00	INTERNET STMT COPY REQ	
08-15	15,000.00	INTERNET FUND TRANSFER	TO ACCOUNT XXXXX9000
08-16	.00	INTERNET STMT COPY REQ	

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-31	121,069.34	08-15	106,069.34	08-30	106,108.17
08-05	121,069.34	08-16	106,069.34		

3:58 PM

09/13/19

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Statewide Retreat, Period Ending 08/31/2019

	<u>Aug 31, 19</u>
Beginning Balance	15,800.00
Cleared Transactions	
Checks and Payments - 2 items	-6,901.42
Deposits and Credits - 2 items	<u>3,000.00</u>
Total Cleared Transactions	<u>-3,901.42</u>
Cleared Balance	<u>11,898.58</u>
Register Balance as of 08/31/2019	11,898.58
Ending Balance	11,898.58

3:58 PM

09/13/19

Austin Chapter - Association of Legal Administrators

Reconciliation Detail

Statewide Retreat, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,800.00
Cleared Transactions						
Checks and Payments - 2 items						
Check	08/15/2019	dr	Carnival Cruise	X	-4,521.62	-4,521.62
Check	08/22/2019	dr	Carnival Cruise	X	-2,379.80	-6,901.42
Total Checks and Payments					-6,901.42	-6,901.42
Deposits and Credits - 2 items						
Deposit	08/29/2019			X	1,500.00	1,500.00
Deposit	08/30/2019			X	1,500.00	3,000.00
Total Deposits and Credits					3,000.00	3,000.00
Total Cleared Transactions					-3,901.42	-3,901.42
Cleared Balance					-3,901.42	11,898.58
Register Balance as of 08/31/2019					-3,901.42	11,898.58
Ending Balance					-3,901.42	11,898.58



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STATEMENT ISSUED
08-30-2019

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
STATEWIDE RETREAT
611 W 14TH ST
AUSTIN TX 78701



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Prevention Services. Call (888)481-0336 for more information
on how to protect your business from fraud.

FROST BUSINESS CHECKING : ACCOUNT NO. 59 2105683

		DEPOSITS		WITHDRAWALS		
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	AMOUNT	BALANCE THIS STATEMENT	
15,800.00	2	3,000.00	2	6,901.42	11,898.58	

Activity Items Processed 4 Cash Processed \$0.00

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-29	1,500.00	MOBILE DEPOSIT	
08-30	1,500.00	MOBILE DEPOSIT	

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-05	.00	INTERNET STMT COPY REQ	
08-05	.00	INTERNET STMT COPY REQ	
08-15	4,521.62	DEBIT CARD PURCHASE	CARNIVAL CRUISE TKT/RE MIAMI CARD: 4006431
08-16	.00	INTERNET STMT COPY REQ	
08-22	2,379.80	DEBIT CARD PURCHASE	CARNIVAL CRUISE TKT/RE MIAMI CARD: 4006431

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

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-31	15,800.00	08-16	11,278.38	08-29	10,398.58
08-05	15,800.00	08-22	8,898.58	08-30	11,898.58
08-15	11,278.38				