



**Minutes from the September 2009 Board Meeting of the
Austin Chapter
Association of Legal Administrators**

September 8, 2009 at 12:00 p.m.

Members Present:

James Cornell
Chrissie Eastin
Bill Elkjer
Toni Beasley

Amanda Koplos
Cara Mueller
Debbie Roan
Ann Jacobson

Tina Ross
Peggy Shaw
Diana Stangl

Members Not Attending:

Chris Bhamani

Chris Sims

Marti Lozano

Item 1. Reading/Approval of the Minutes:

The August Board meeting minutes were not approved; need more time for the Board to review and will approve at October Board Meeting.

Item 2. Treasurer's Report: (Cara Mueller)

The Chapter checking account balance as of August 31, 2009 is \$20,154.33 and the Money Market account balance is \$27,764.57.

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

A Balance Sheet and Income Statement for the period ending August 31, 2009 are attached hereto and made a part of these minutes. (Attachments A and B)



Item 3. Committee Reports:

Bar Relations Committee Report - Toni Beasley

No report

Business Partner Relations Committee Report - Tina Ross, Committee Chair

There will be a committee meeting this week to follow up with the Legal Expo. The committee is currently collecting surveys from attendees and business partners. One comment made was to be sure that someone mans the door so that only paid business partners and members of law firms or legal organizations are allowed to attend. There was an issue with a vendor that didn't pay passing out business cards. The final accounting on the Legal Expo will be ready to announce by the next board meeting.

Past Presidents Advisory Council - Ann Jacobson, Committee Chair

No report.

Communications Committee Report - Bill Elkjer, Committee Chair

No report.

Community Relations Committee Report - Peggy Shaw, Committee Chair

Classroom Makeover at Linder Elementary School:

Bonnie and Peggy went to Linder Elementary this afternoon and visited with Letsvia Reyes. Letsvia has an interesting background in that she grew up as a migrant farm worker along with her parents, received a scholarship to St. Edward's and is now a social worker with CIS.

CIS had one room at Linder which is probably 10' X 15' and divided in to two areas by low bookcases - one is an office area and the other is a counseling/play area for the children/parents. The room has a light paneling on the walls with a 12" - 18" inch painted sheetrock area between the top of the paneling and the ceiling. There is also metal trim that goes around the doors and at the top of the paneling. The room has a kitchen counter, sink and cabinets on one end and a refrigerator. There is also a private bathroom that opens just to this room. The rubber baseboard in the room is missing in some places so we either need to add the missing pieces or redo the entire baseboard.



Attached is Letsvia's Wish List. One idea that Letsvia had was to paint the paneling a yellow or blue color and also paint the metal trim and sheetrock area in coordinating colors. There is also a 12' X 3' closet in the hallway that CIS plans to use to store clothes, shoes, underwear, socks of 3 Yr. - 5th grade sizes. This closet also needs painting and has one shelf running the length of the closet.

There are two hallway doors in the room with small narrow windows that Letsvia would like some curtains to cover the windows but also be able to raise when privacy is not needed.

Ideas:

- 1) If we went with Letsvia's painting idea, maybe we hire a painter since it is fairly involved with 3 different adjoining surfaces unless someone on the Committee feels competent to do this. We also asked Letsvia to ask if there are any professional painters Mom's and Dad's at the school who might volunteer (or we could pay them).
- 2) Since the paneling is light and in fairly good shape, maybe we suggest we leave the paneling as is and paint just the sheetrock and trim.
- 3) Any painting whether done by us or an outside painter could be done prior to our Sept. 12 work day.
- 4) Additional shelving could be installed in the closet either wood or metal. Instead of shelving, some plastic units with drawers could be purchased. We would need to compare prices.
- 5) Our membership (in addition to or instead of volunteering) could be asked to contribute organizational supplies (wicker baskets were one idea - one needs to be approx. 19" wide and 10" tall for the bathroom storage unit), electric pencil sharpener, radio/music player, sewing machine, arts and craft supplies (beads), board games and toys, plastic food for the play area, picture frames, small prizes (rewards) for the "treasure chest," clothes (can be new or used), shoes (can be new or used), underwear and socks (prefer new).
- 6) Our Committee members could take responsibility for various stages of this project:
 - a) painting of the room
 - b) painting of the closet
 - c) shelving for the closet
 - d) painting of the green chalk board - wants it black
 - e) purchase small rug
 - f) kitchen cabinet needs one shelf 28 1/2" X 12" (we may want to double check this measurement) - they have the mounting hooks
 - g) make or buy curtains for doors
 - h) baseboard

Our Committee budget is \$2,500 of which we spent \$500 for Urban Roots. Let's budget \$1,500 for this project.

Bonnie and Tami (talented staff person from her office) plan to go to Linder Elementary this week to scope out the room and the closet with the thought that Tami might create curtains for the windows on the two doors and lend her creative expertise wherever else she sees a need.

Letsvia has located one "father" who has a friend who is a painter who has said they would take on the painting of the room and closet. Peggy is negotiating a price with them currently and have suggested to Letsvia that the painting be done prior to our work Saturday.

We will still need someone to take on installation of the shelving in the closet. We think the white metal wire closet-type shelving would be the easiest to install. We might be able to find someone we could pay to install this shelving.

Letsvia called yesterday and said her principal had alerted her to a possible change in the room she is currently using at Linder. There is another outside group that may be helping at Linder and the principal may need to give them 1/2 the room that Letsvia is currently using. Letsvia said this could change her wish list items. We suggest we "hold" on our plans until Letsvia knows for sure what the principal is planning. Letsvia thought she would know by Wed. We'll get back with everyone as soon as we have more details.

We have not heard from Letsvia. We are assuming she does not have a final decision from her principal. Obviously we cannot share anything with our members yet and Sept. 12 will not be a work day. We will be back in touch whenever we hear from Letsvia.

Compensation and Benefits Committee Report - Chris Sims, Committee Chair (not attending)

Chris reports the survey will be published next week. He'll know better on Tuesday or Wednesday. At the latest, it will be available on Friday. There was 52.7% participation. Amanda is going to check with other chapters on their participation levels to see how we stand and will announce that at a later board meeting. Also, Chris has been receiving payments and will grant those people immediate access when it is available.



Regarding the \$100 gift card for participation: Chris expressed his concern about sharing participation outside the committee - perhaps his committee could do the drawing instead? The board agreed that the drawing should be done by Chris and Chris will be the one to confidentially give the winner their gift card for \$100.

Education/Programs Committee Report - Diana Stangl, Committee Chair

The Educational Seminar was very well attended the speaker, Sheila Gladstone, did a great job. We had some glitches with the AC and the food delivery but were able to get that squared away pretty quickly. The final count that Winston had provided us was 60 Members and Guests and 12 Sponsors for a total of 72 people for the luncheon. Corina just submitted the invoice for the food last week so we have not yet seen a final accounting for the seminar but we will provide one at the next board meeting.

Our September luncheon is scheduled for September 24 and will be a representative from Wortham Insurance Agency to talk about business insurance needs for law firms. The October meeting is in flux a little - we may do the IT round table discussions in October instead of November. But that will leave us needing to come up with something for the November meeting. The board offered some suggestions like Records Retention, Attorney Departure & Hiring topics for November. The Past Presidents Advisory Council might have some seasoned members that could speak.

We will be scheduling a committee meeting soon to finalize plans for the Holiday Party (which is scheduled for Tuesday, December 1) and start planning for next year.

Membership Committee Report - Marti Lozano, Committee Chair

Membership Committee Meeting scheduled for 9/9/09. Will focus on recruiting new members from recruiting list sent by ALA.

Kathryn Bludworth is no longer with Weil Gotshal & Manges, LLP. Efforts have been made to reach her to determine if she is still eligible to continue being a member.

Current membership count is 90 (including Kathryn Bludworth).

Newsletter Committee Report - Debbie Roan, Committee Chair



The next electronic Chapter Newsletter should be out by the middle of October.

Website Committee Report - Chris Bhamani, Committee Chair

Meeting with Web Marketing contact and Amanda on Friday. More to discuss in Old Business, Item 4.

Item 4. Old Business:

- a. Chapter Retreat - 44 people have registered to attend the Chapter Retreat later this month. Of that number, 4 are business partners and one is the speaker's wife. Our speaker, Joshua de Koning, will be paying for his own room. James and Amanda are finalizing all reservations and activities today with a conference call to Horseshoe Bay Marriott Resort. All of our rooms have been booked with the help of single room assignments. Putt Putt After Dark is open for all guests at the cost of \$10 per person.
- b. Refund of Dues - Cara will finalize the refund of overpayment on dues to 70 members this week.
- c. Membership Drive/Marketing - Marti, Chris, and Bill plan to meet about the next steps in the Membership Drive. Marti was given a list from ALA of potential new recruiting. Toni will be getting an excel spreadsheet of Austin Bar Members so they can look at and concentrate on those law firms and corporate or government groups that are not members of ALA or the Austin Chapter but qualify. We can also use the list from ALA and from the Austin Bar to sell the salary surveys. Winston Williams and Bill Elkjer will talk about possible new marketing strategies and Toni will ask the bar if we can be added to their list of sponsors on their website and newsletters. We will in turn provide a link to the bar on our website.
- d. Financial Statements - Amanda has received the chart of accounts from Cara and is working on modifying them. Chris Sims will need to help regarding the Quickbooks applications.
- e. CLM Study Program - Diana has not found a volunteer to lead the CLM study program. Debbie has offered to coordinate the webinars and Toni offered to be an advisor on the CLM Study Program. Diana needs new members for her committee to help



out. Also suggested was a self lead study group where each member of the group would read up and research each topic and present it at the study group meetings. This way the topics are on target and the help is internal.

- f. Name Change - Amanda worked on this. Chris Sims filed our Periodic Report last year and also listed himself as Registered Agent. The board agreed that the incoming President should file as the Registered Agent and update the board members each year as an amendment. Also, we need to, at least, File Form 503 with the Secretary of State to get an Assumed Name Certificate. It is also possible, based on Amanda's research that we need to file a certificate of Amendment since our Bylaws were changed for the new name. There is one part of the rules about filing the certificate of amendment that says it isn't necessary if the name is "similar." There is a number to call to get advice on this. Cara will call and get the information and file, if necessary. We also need to file with Travis County for the dba. Here are the decisions we made:
 1. Our chapter name is: Austin Chapter of the Association of Legal Administrators
 2. The President will file as the Registered Agent each year. The cost is \$5 and it does not reflect negatively on our chapter to change the registered agent each year.
 3. Cara will file Form 424 with the Secretary of State
- g. Logo and Rebranding - Amanda and Chris B are meeting on Friday with our Web Marketing contact to figure out what he can do for us and how much it will cost.
- h. Some items to discuss at that meeting will be: Do we change our logo to differentiate ourselves with other Texas chapters because a few have the Texas flag in their logo like ours. Amanda will ask for the free service that ALA's Steve Caruso will provide to see how far we can get with little cost to the chapter.
- i. Life Member - The PPAC will meet soon to discuss the possible Life Member chapter candidates.
- j. Regional Conference Stipends - The officers decided that we would offer \$300 stipends to chapter members with the following



conditions: 1) be a current member of a chapter committee or a member of the Board of Directors, 2) attend the Educational Seminar and/or Legal Expo on August 13th, 3) attend our Chapter Retreat or 4) be a mentor for a new chapter member. Early registration deadline is September 2. The board agreed to reimburse one day registrants as long as they meet the previous requirements. Amanda has asked Toni to send an updated list of our registered members. Before our stipend was announced only 7 chapter members were registered. Registration for the conference is down from the projected numbers but the business partner sponsors look good and the spots were filled for the legal expo at the conference.

- k. Board Meeting at Chapter Retreat: Fri. Sept 18 - 11:00am to 12:30.
- l. Two topics will be discussed. 1) President's Award - Amanda will pass out forms again in the coming weeks and everyone can give status updates on where they are with regards to earning points. We can brainstorm how to make sure we earn the rest of the points. 2) Business Partner Packages - This committee will meet after the Expo and draw up some proposals for the packages. It will be our job, as a Board and as fellow committee chairs, to help them "beef up" the packages, to provide input and to make sure that our goals as committees and the chapter as a whole fit into their proposed plan. Basically, we'd like to walk out of this meeting with completed business partner packages.

Item 5. New Business:

- a. Awards Program Submissions - Ann will ask her committee members to contact their respective committee chairs before our Chapter Board Meeting to just have a brief conversation about the award submissions to see where we are and what everyone needs to be working on (events, articles, etc) to qualify for awards. Ann printed packages out for everyone and highlighted the areas for each member.
- b. Session Managers - Toni is in need of session managers for Regional Conference so let her know if you can help.



Item 6. Open Business:

- a. **Next Meetings:**
September 18, 2009, 11:00 am - part of Chapter Retreat
October 13, 2009, noon, Andrews Kurth
November 10, 2009, noon, Bickerstaff Heath
December 8, 2009, noon, Haynes & Boone
January 12, 2009, noon, Winstead
February 9, 2009, noon, Hunton & Williams
March 9, 2009, noon @ Graves Dougherty

Item 7. Adjourn:

The meeting was adjourned. The next special Board Meeting is scheduled for September 18, 2009 at 11:00 am at the Chapter Retreat at Horseshoe Bay Marriot Resort. The next regular Board Meeting is scheduled for noon on Tuesday, October 13, 2009 at noon at the offices of Andrews Kurth, 111 Congress Ave # 1700.



ATTACHMENT A



8:39 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

09/08/09

Balance Sheet

Accrual Basis

As of August 31, 2009

	<u>Aug 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	20,154.33
Frost Money Market	27,764.57
Total Checking/Savings	<u>47,918.90</u>
Total Current Assets	<u>47,918.90</u>
TOTAL ASSETS	<u>47,918.90</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Income - Legal Expo	1,350.00
Total Other Current Liabilities	<u>1,350.00</u>
Total Current Liabilities	<u>1,350.00</u>
Total Liabilities	1,350.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	18,487.73
Net Income	14,751.64
Total Equity	<u>46,568.90</u>
TOTAL LIABILITIES & EQUITY	<u>47,918.90</u>

Profit & Loss

April through August 2009

	<u>Apr - Aug 09</u>
Ordinary Income/Expense	
Income	
Business Partner Fair	
Bronze Sponsors	8,834.00
Gold Sponsors	6,928.00
Silver Sponsors	6,309.00
Business Partner Fair - Other	8,942.00
Total Business Partner Fair	<u>31,013.00</u>
Education	
Seminars	1,105.00
Education - Other	-320.00
Total Education	<u>785.00</u>
Membership Dues	12,512.50
Salary Survey	425.00
Total Income	<u>44,735.50</u>
Expense	
Bank Service Charges	586.42
Board Expenses	
Bar Relations	250.00
Board Retreat	211.25
Gifts	113.66
Board Expenses - Other	39.90
Total Board Expenses	<u>614.81</u>
Business Partner Fair Expenses	
Facilities	2,347.52
Food	23.54
Other	1,299.31
Total Business Partner Fair Expenses	<u>3,670.37</u>
Community Development	500.00
Continuing Leadership Institute	
Board Member-CLI	1,003.12
President - CLI	1,276.29
Total Continuing Leadership Institute	<u>2,279.41</u>
Education Costs	
Chapter Meeting Lunches	240.12
Holiday Party	80.78
Other-Education Seminar	100.00
Speakers-Education Seminar	310.70
Total Education Costs	<u>731.60</u>
Miscellaneous Expense	
Copies	119.70
Other	27.00
Post Office Box	102.00
Total Miscellaneous Expense	<u>248.70</u>
National Conference Scholarship	
Board Member Stipend	10,224.13
Chapter Dinner	431.44
Quest Scholarship	1,000.00
Silent Auction Items	220.82
Total National Conference Scholarship	<u>11,876.39</u>
New Member Functions	
Buddy Happy Hours	168.14
Miscellaneous	137.58
New Member Lunches	151.17
Promo Gifts	11.49
Total New Member Functions	<u>468.38</u>

8:40 AM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

09/08/09

Profit & Loss

Accrual Basis

April through August 2009

	<u>Apr - Aug 09</u>
Newsletter	286.40
Postage and Delivery	19.26
Prepaid Expense-2009 Expo	1,350.00
Salary Survey Costs	6,800.00
Website	
Designer Fees	50.00
Total Website	<u>50.00</u>
Total Expense	<u>29,481.74</u>
Net Ordinary Income	15,253.76
Other Income/Expense	
Other Income	
Interest Income	6.22
Total Other Income	<u>6.22</u>
Other Expense	
Other Expenses	508.34
Total Other Expense	<u>508.34</u>
Net Other Income	<u>-502.12</u>
Net Income	<u><u>14,751.64</u></u>

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Journal Entries Entered/Modified Today
 All Transactions

8:41 AM
 09/08/09

Trans #	Type	Entered/Last Modified	Date	Num	Name	Memo	Account	Debit
1596	General Journal	09/08/2009 08:28:22	8/31/2009	81631		Deposit for P... Deposit for P...	Facilities Prepaid Income - L...	1,350.00
TOTAL								1,350.00

5:37 PM

09/04/09

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Deposit Detail

August 2009

Type	Num	Date	Name	Account	Amount
Deposit		8/31/2009		Frost Money Market	1.18
				Interest Income	-1.18
TOTAL					-1.18

5:37 PM

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

09/04/09

Check Detail

August 2009

Type	Num	Date	Name	Item	Account	Paid Amount
Check	948	8/5/2009	Headliners Club		Frost Bank Checki...	
					Chapter MeetingLu...	-686.78
TOTAL						-686.78
Check	949	8/10/2009	Bickerstaff Heath ...		Frost Bank Checki...	
					New Member Lunch...	-53.97
					Miscellaneous	-137.58
					Copies	-119.70
					Postage and Delivery	-19.26
TOTAL						-330.51
Check	950	8/10/2009	Texas Sound & Li...		Frost Bank Checki...	
					Facilities	-997.52
TOTAL						-997.52
Check	951	8/25/2009	Amanda Koplos		Frost Bank Checki...	
					Other	-1,299.31
TOTAL						-1,299.31

5:23 PM

09/04/09

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Summary

Frost Money Market, Period Ending 08/31/2009

	<u>Aug 31, 09</u>
Beginning Balance	27,763.39
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.18</u>
Total Cleared Transactions	<u>1.18</u>
Cleared Balance	<u>27,764.57</u>
Register Balance as of 08/31/2009	27,764.57
Ending Balance	27,764.57

5:23 PM

09/04/09

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Detail

Frost Money Market, Period Ending 08/31/2009

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,763.39
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	8/31/2009			X	1.18	1.18
Total Deposits and Credits					1.18	1.18
Total Cleared Transactions					1.18	1.18
Cleared Balance					1.18	27,764.57
Register Balance as of 08/31/2009					1.18	27,764.57
Ending Balance					1.18	27,764.57

ATTACHMENT B





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

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

STATEMENT ISSUED
08-31-2009

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AUSTIN CENTRAL TEXAS CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS
CARA MUELLER HAYNES AND BOONE
600 CONGRESS AVE STE 1300
AUSTIN TX 78701

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The limit for checks, point-of-sale and debit card transactions has increased from 3 to 6 per month under the new Regulation D rules.

BUSINESS MONEY MARKET : ACCOUNT NO. 59 1210378

BALANCE LAST STATEMENT	DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT	
27,763.39	0	1.18	0	.00	27,764.57

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

DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-31	1.18	INTEREST PAID	

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

DATE	BALANCE	DATE	BALANCE
07-31	27,763.39	08-31	27,764.57

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

5:38 PM

09/04/09

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP

Reconciliation Summary

Frost Bank Checking, Period Ending 08/31/2009

	<u>Aug 31, 09</u>
Beginning Balance	24,817.02
Cleared Transactions	
Checks and Payments - 8 items	<u>-4,642.29</u>
Total Cleared Transactions	<u>-4,642.29</u>
Cleared Balance	<u>20,174.73</u>
Uncleared Transactions	
Checks and Payments - 1 item	<u>-20.40</u>
Total Uncleared Transactions	<u>-20.40</u>
Register Balance as of 08/31/2009	<u>20,154.33</u>
New Transactions	
Checks and Payments - 3 items	<u>-5,256.06</u>
Total New Transactions	<u>-5,256.06</u>
Ending Balance	<u>14,898.27</u>

5:21 PM
09/04/09

ASSOCIATION OF LEGAL ADMINISTRATORS-AUSTIN-CENTRAL TEX CHAP
Reconciliation Detail
Frost Bank Checking, Period Ending 08/31/2009

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,817.02
Cleared Transactions						
Checks and Payments - 8 items						
Check	7/29/2009	944	Lloyd Gosselink	X	-1,000.00	-1,000.00
Check	7/29/2009	947	Marti Lozano	X	-179.63	-1,179.63
Check	7/29/2009	945	Rita A. Williamson	X	-125.00	-1,304.63
Check	7/29/2009	946	Armbrust & Brown, ...	X	-23.54	-1,328.17
Check	8/5/2009	948	Headliners Club	X	-686.78	-2,014.95
Check	8/10/2009	950	Texas Sound & Lights	X	-997.52	-3,012.47
Check	8/10/2009	949	Bickerstaff Heath D...	X	-330.51	-3,342.98
Check	8/25/2009	951	Amanda Koplos	X	-1,299.31	-4,642.29
Total Checks and Payments					<u>-4,642.29</u>	<u>-4,642.29</u>
Total Cleared Transactions					<u>-4,642.29</u>	<u>-4,642.29</u>
Cleared Balance					-4,642.29	20,174.73
Uncleared Transactions						
Checks and Payments - 1 item						
General Journal	6/24/2009	81630			-20.40	-20.40
Total Checks and Payments					<u>-20.40</u>	<u>-20.40</u>
Total Uncleared Transactions					<u>-20.40</u>	<u>-20.40</u>
Register Balance as of 08/31/2009					-4,662.69	20,154.33
New Transactions						
Checks and Payments - 3 items						
Check	9/4/2009	953	CDS		-3,255.00	-3,255.00
Check	9/4/2009	954	Larson Newman & ...		-1,917.11	-5,172.11
Check	9/4/2009	952	Debbie Roan		-83.95	-5,256.06
Total Checks and Payments					<u>-5,256.06</u>	<u>-5,256.06</u>
Total New Transactions					<u>-5,256.06</u>	<u>-5,256.06</u>
Ending Balance					<u>-9,918.75</u>	<u>14,898.27</u>



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

STATEMENT ISSUED
08-31-2009

AUSTIN CENTRAL TEXAS CHAPTER
OF THE ASSOC OF LEGAL ADMINISTRATORS
CARA MUELLER HAYNES AND BOONE
600 CONGRESS AVE STE 1300
AUSTIN TX 78701

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When you need a cost-effective way to add equipment to grow your business, Frost Leasing can help. Call a leasing representative at 888-376-7853 for details.

FREE BUSINESS CHECKING : ACCOUNT NO. 59 1209000		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	AMOUNT		
24,817.02	0	.00	8	4,642.29	20,174.73	

CHECKS PAID		
DATE	CHECK	AMOUNT
08-03	944 #	1,000.00
08-07	945 #	125.00
08-04	946 #	23.54
# RECEIVED ELECTRONICALLY AS AN IMAGE OF THE ORIGINAL CHECK		

OTHER WITHDRAWALS/DEBITS			
DATE	AMOUNT	TRANSACTION	DESCRIPTION
08-07	.00	INTERNET STMT COPY REQ	
08-07	.00	INTERNET STMT COPY REQ	

DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
07-31	24,817.02	08-05	23,613.85	08-19	21,474.04
08-03	23,817.02	08-07	23,488.85	08-27	20,174.73
08-04	23,793.48	08-14	21,804.55		

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