



**Austin Chapter of the Association of Legal Administrators**  
**BOARD MEETING MINUTES**  
**May 11, 2017 11:30 AM to 1:00 PM**  
**Graves Dougherty Hearon & Moody**  
**401 Congress Avenue, Suite 2200, Austin, TX**

1. Called to Order: 11:35 a.m.

Members present: Summer Jurrells, Dea McCart, Mike Virga, Tina Terrian, Diane Dettmann, Ana Helton, Christine Giles

Members not present: Holly Pulido, Allen Odom, Diana Stangl, Natalie Low

2. Interim e-mail decisions: Holly Pulido and Dea McCart were assigned to the audit team.
3. Approval of April Board Meeting minutes (see attachment): Motioned to Approve by Diane Dettmann, seconded by Dea McCart; minutes are approved.
4. Treasurer's Report for April (see attachment): Reviewed by Board.
5. Upcoming due dates, deadlines and responsibilities
  - a. May 31, 2017 – Christine Giles, Secretary, submit April minutes to headquarters
  - b. May 31, 2017 – Tina Terrian, Chair, Education Committee, submit April Educational Summary Report to Headquarters
  - c. May 21, 2017 – deadline for Susan French Emerging Leader Scholarship Application submitting for funding to CLI
  - d. July 7, 2017- CLI registration deadline
6. Upcoming Educational Opportunities and Events
  - a. May 23, 2017 – Monthly Luncheon; Headliners
  - b. June 22, 2017 – Monthly Luncheon; Headliners
  - c. July 20, 2017- Monthly Luncheon; Headliners
  - d. July 20-22, 2017- CLI- Minneapolis, MN
  - e. ALA Austin Annual Expo and Education- September 14, 2017
  - f. Business Partner Appreciation event- October 19, 2017 at Fleming's downtown.

## 7. Old Business

- a. Audit team assigned. There is no deadline mandated in International or Chapter By-laws. Last audit was completed in July. Christine Giles suggested it would be best to do that again this year so that if any issues required correction they could be completed before the tax return is filed. Dea McCart will coordinate the audit with Holly Pulido.
- b. Expo update. Ana Helton reviewed the proposed schedule. The theme will be Fairy Tales. Ana mentioned the BP prize will be awarded for Best Individual Costume rather than Best Table, to give smaller BPs an equal footing with bigger firms.
- c. Update on Chapter membership renewals. (Not given since Natalie Low was absent.)
- d. Where are we on moving away from listserv? Start new one, move to forums? Discussion of pros and cons of yahoo, google, Star Chapter and ALA forums. Current yahoo list is owned by a former member and ownership cannot be transferred. Diane Dettmann checking who current moderators are and if it would be easier to create a new account.
- e. President's Award of Excellence updates:
  - i. Ana Helton reviewed the Business Partner Committee items; they are almost complete.
  - ii. Discussion of requirement to have a Business Partner and a Member endorsement, and options of who to solicit. Ana Helton and Mike Virga will coordinate to get the endorsements and publish them.
  - iii. Summer Jurrells asked that all other Officers and Committee Chairs come to the next Board meeting with similar updates on their items.

## 8. New Business

- a. Budget: The Board reviewed the changes in the Treasurer's Report. Small changes were made. Motion to Approve made by Christine Giles, seconded by Dea McCart. Amended budget approved by Board. Christine Giles will forward changes to Holly Pulido for her to update and distribute the final document to the Board.
- b. Replacement for Membership Chair position: the Board agreed to approach Julie Smith and see if she would agree to accept the position.
- c. Interest in setting up Star Chapter board training: Mike Virga had no replies so the matter is tabled.

## 9. Committee Reports (see attached)

- a. Communications: reminded all Chairs should send Mike Virga their schedule for emails so we can try to stagger them and not overwhelm members with emails.

10. Open Business

- a. Strategic Alliances: Diane Dettmann requested input on what organizations would be good potential partners. Dea McCart suggested we get a member to co-write an article about law firm management with their Managing Partner and try to get it published in the Austin or State Bar Journal.
- b. Business Partner vetting: Mike Virga asked if we had any vetting process to ensure our Business Partners are reputable and ethical. We do not; we rely on members to share information and concerns.

11. Announcements & Adjourn at 1:00 p.m.

12. Next Board Meeting: June 8, 2017, at GDHM 11:30 am – 1:00 pm



## **May 11, 2017 Board Meeting COMMITTEE REPORTS**

### **BUSINESS PARTNER RELATIONS COMMITTEE – Ana Helton**

We had a great feedback regarding baseball event. I think we should continue having this event each year (if our budget allows).

We had a very productive committee meeting on May 2. The theme for the September Expo - fairy tales. The catch phrase on the invitation will say “Austin ALA members and Business Partners... Happily Ever After”.

Committee decided to have the following order for this Expo:

- 10 am to 12 pm – Business Partner Check-In and Set Up
- 12 pm to 12:45 pm - Lunch
- 1 pm to 2 pm – Education Session 1
- 2 pm to 4 pm – Expo
- 4 pm to 5 pm – Education Session 2
- 5 pm to 6 pm – Happy Hour

We decided that only the best costume at the Expo will receive the prize this year to allow small companies that do not have a big budget, to get the prize.

We have made several other decisions to make this Expo even more organized. Save the date will go out shortly to our business partners. The registration for the Expo will go out in July.

Lastly, we have one more new business partner that joined this month - Shuart & Associates. Additionally, I have been contacted by Special Counsel about joining the ALA in 2018.

Upcoming dates: Expo - September 14, 2017; BP Appreciation Event – October 19, 2017.

### **COMMUNITY RELATIONS COMMITTEE – Diana Stangl**

The Austin Light the Night Walk will be on Saturday, November 18, 2017 at the Circuit of the Americas. The festivities begin at 5:00 p.m. I will be getting us registered as a team again in the next month or so. I still need to get a meeting together of the committee so that we can plan out the rest of the year.

### **COMPENSATION & BENEFITS COMMITTEE – Allen Odom**

The salary and benefits survey work should be ramping up for the year toward the middle or end of this month. That is the time I normally hear from the vendor responsible for processing

responses and generating the final report. If officers or other members of the committee have any input they would like to share with me prior to the beginning of the survey season, please let me know

**EDUCATION & PROGRAMS COMMITTEE – Tina Terrian**

No report at this time.

**MEMBERSHIP COMMITTEE – Natalie Low**

No report at this time

**COMMUNICATIONS COMMITTEE – Mike Virga**

No report at this time.

**SMALL FIRM GROUP – Ana Helton & Christine Giles**

Small firm group met on April 12. Discussion included ways to increase attendance at ALA events and increased benefits to members. Next meeting May 10.



**Treasurer's Report**  
**04/30/2017**

<b><u>Bank Account balances at end of statement period:</u></b>	Checking	\$ 6,435.54
	Money Market	\$79,963.25
	<b>TOTAL</b>	<b>\$87,333.79</b>

**Monthly activity:**

**Income:** **\$4,075.00**

BP Packages:	\$ 1,350.00
Lunch/Expo income:	\$ 650.00
Membership Dues:	\$ 2,075.00

**Outgo:** **\$12,164.94**

Stipends & Scholarships	\$10,277.89
Chapter Monthly Luncheon:	\$ 711.41
Swing Into Spring:	\$1091.64
Bank & Credit Card Fees:	\$ 52.85
Website Fee:	\$85.00
New Member Lunches:	\$31.15

**Cash Flow (current): Negative** **-\$8,174.94**

**Budget and Cash Flow Planning:**

- No panic buttons on negative cash flow, stipends from Annual Conference have been dispersed: \$1,199 scholarship from previous year + \$9,028.89 stipends from current year. **See Stipends Page**
- We still have a \$750 deposit from Voya Financial unidentified. Bank is still researching, will have update before next board meeting.
- April Luncheon RSVPs brought a total of \$990 (\$960 paid through 5.9.17) which was \$199.71 more than the cost of Headliner's Club.
- Board needs to finalize 2017-18 FY Budget. The changes since last board meeting are: (see next page)



**Treasurer's Report**  
**04/30/2017**

	<b>V4</b>	<b>V5</b>	
<b>INCOME</b>			
Silver	\$24,950	\$26,300	\$ 1,350
Membership Dues	\$ 8,500	\$ 8,575	\$ 75
<b><i>Total Increased Income</i></b>			<b>\$ 1,425</b>
<b>EXPENSES</b>			
Business Partner Expo	\$10,450	\$10,845	\$ 395
BP/Member Holiday Party	\$ 1,500	\$ 1,000	\$ (500)
Retreat/Social - Dart Bowl	\$ 2,500	\$ 1,500	\$ (1,000)
Swing Into Spring	\$ 2,500	\$ 991	\$ (1,509)
Stipends	\$36,750	\$34,500	\$ (2,250)
<b><i>Total Expenses</i></b>			<b>\$(4,864)</b>
<b>Total Gain in Deficit</b>			<b>\$ 6,289</b>

**Stipends & Scholarships**  
**2017-2018 Fiscal Year**

<b>Board Stipends - President</b>	Cap	Spent	Liability
International	1,750.00	1,022.96	727.04
Regional	1,000.00		1,000.00
<b>Total</b>	<b>2,750.00</b>	<b>1,022.96</b>	<b>1,727.04</b>

<b>Board Stipends - President Elect</b>	Cap	Spent	Liability
International	2,000.00	1,454.81	545.19
Regional	2,000.00		2,000.00
<b>Total</b>	<b>4,000.00</b>	<b>1,454.81</b>	<b>2,545.19</b>

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

<b>Board Stipends - Secr &amp; Treas</b>	Cap	Spent	Liability
Secretary	2,000.00		2,000.00
Treasurer	2,000.00	2,000.00	-
Strategic Alliances/Past Pres.	2,000.00	1,750.00	250.00
<b>Total</b>	<b>6,000.00</b>	<b>3,750.00</b>	<b>2,250.00</b>

*One event of their choice.*

<b>Committee Chair Stipends</b>	Cap	Spent	Liability
Business Partner	1,750.00		1,750.00
Communications	1,750.00	1,551.91	198.09
Community Relations	1,750.00	1,750.00	-
Compensation	-		- <i>declined</i>
Education	-		- <i>declined</i>
Membership	1,750.00		1,750.00
<b>Total</b>	<b>7,000.00</b>	<b>3,301.91</b>	<b>3,698.09</b>

<b>President-CLI</b>	<b>1,000.00</b>		<b>1,000.00</b>
<b>Pres Elect-CLI</b>	<b>1,000.00</b>		<b>1,000.00</b>

<b>Board Members/Chairs-CLI</b>	Cap	Spent	Liability
Secretary	-		- <i>declined</i>
Treasurer	-		- <i>declined</i>
Business Partner	-		- <i>declined</i>
Communications	-		- <i>declined</i>
Community Relations	-		- <i>declined</i>
Compensation	-		- <i>declined</i>
Education	-		- <i>declined</i>
Membership	-		- <i>declined</i>



Strategic Alliances/Past Pres.	-	-	-	<i>declined</i>
<b>Total</b>	-	-	-	

<b>Scholarship-Prior Year</b>	Cap	Spent	Liability	Expiration
Zook	1,750.00		1,750.00	10/31/2017
Virga (to use for CLI)	1,750.00		1,750.00	12/31/2017
Nielsen	1,200.00		1,200.00	12/31/2017
Spring Seminar - Ann Jacobson	1,200.00	1,199.00	1.00	12/31/2017
			-	
<b>Total</b>	<b>5,900.00</b>	<b>1,199.00</b>	<b>4,701.00</b>	

<b>Quest Scholarship</b>	-	-	-	<i>None in 2017</i>
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<b>Scholarships-Non Board</b>	Cap	Spent	Liability	Removed 1 Apply Scholarship
Apply #1	1,750.00		1,750.00	
Apply #2	1,750.00		1,750.00	
Giveaway Expo	1,200.00		1,200.00	
Attendance Award - give at Annual meeting	1,200.00		1,200.00	
<b>Total</b>	<b>5,900.00</b>	<b>-</b>	<b>5,900.00</b>	

*For any reasonable expenses related to an ALA conference, including registration, hotel, travel and food.*

<b>Member Registration Fees</b>	Cap	Spent	Liability
#1			
#2			
<b>Total</b>	-	-	-

*Pay full early bird registration to any 1 ALA event.*

<b>Total Stipends &amp; Scholarships</b>	<b>33,550.00</b>	<b>10,728.68</b>	<b>22,821.32</b>
Difference from budget (should be zero)	-		

*These are guidelines. As long as expenses for each event are reasonable:*

Recipients of multiple stipends may shift allocations between events

Recipients attending the same event may pool their stipends

Board should offer forfeited scholarships to others if the budget permits

Awards should have expiration dates assigned, generally to be used by the next International event but at the discretion of the Board

Unused amounts are forfeited

ALA 2017-18 Budget

ALA 2017-18 Budget vs. Prior Year Budget & Actual	Budget: 2 Years Ago	Budget: Ending Year	Actual: Ending Year	Budj:Proj Variance: Ending Year	Proposed Budget: New Year	% of Expense	v. 5 05/09/17
	2015-2016	2016-2017	2016-2017	2016-2017	2017-2018		Notes
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Annual Sponsorship</b>							
Totebag Sponsorship	500	500	0	500	0	0.0%	
BP Credit to expo winner		(450)	(450)	0	(450)	-0.5%	
Silver	10,175	27,000	27,455	(455)	26,300	31.2%	
Gold	14,800	16,000	20,000	(4,000)	18,000	21.4%	
Diamond	10,700	9,000	9,000	0	9,000	10.7%	
Platinum	3,050	4,000	4,000	0	4,000	4.7%	
<b>Total Annual Sponsorship</b>	<b>39,225</b>	<b>56,050</b>	<b>60,005</b>	<b>(3,955)</b>	<b>56,850</b>	<b>67.4%</b>	
<b>Business Partner Expo</b>							
Additional Reps	800	700	1,110	(410)	800	0.9%	
<b>Total Business Partner Fair</b>	<b>800</b>	<b>700</b>	<b>1,110</b>	<b>(410)</b>	<b>800</b>	<b>0.9%</b>	
<b>Education</b>							
Monthly Lunch Receipts	3,500	7,000	5,340	1,660	6,000	7.1%	Linked so expense matches income
Seminars (Spring Seminar & Fall Expo)	3,600	3,600	2,710	890	2,700	3.2%	
<b>Total Education</b>	<b>7,100</b>	<b>10,600</b>	<b>8,050</b>	<b>2,550</b>	<b>8,700</b>	<b>10.3%</b>	
<b>Chapter Retreats Income</b>						0.0%	
<b>Membership Dues</b>	<b>10,000</b>	<b>9,800</b>	<b>9,550</b>	<b>250</b>	<b>8,575</b>	<b>10.2%</b>	
<b>Salary Survey</b>	<b>6,000</b>	<b>6,500</b>	<b>5,375</b>	<b>1,125</b>	<b>5,000</b>	<b>5.9%</b>	Linked so expense matches income
<b>Total Income</b>	<b>63,125</b>	<b>83,650</b>	<b>84,090</b>	<b>(440)</b>	<b>79,925</b>	<b>94.8%</b>	

ALA 2017-18 Budget

ALA 2017-18 Budget vs. Prior Year Budget & Actual		Budget: 2 Years Ago	Budget: Ending Year	Actual: Ending Year	Budj:Proj Variance: Ending Year	Proposed Budget: New Year	% of Expense	v. 5 05/09/17
		2015-2016	2016-2017	2016-2017	2016-2017	2017-2018		Notes
Expense								
Bank & Credit Card Fees	1,800	1,200	1,316	(116)	1,500	1.8%		
Board Expenses								
Advertising and Promotion	0	0	59	(59)	100	0.1%		
Board Meetings	400	0	0	0	0	0.0%		
Board Retreat	100	200	202	(2)	300	0.4%		
Chapter Awards/Gifts	200	200	0	200	0	0.0%	Sympathy, get well, etc.	
Strategic Alliances	1,000	150	0	150	750	0.9%		
<b>Total Board Expenses</b>	<b>1,700</b>	<b>550</b>	<b>261</b>	<b>289</b>	<b>1,150</b>	<b>1.4%</b>		
Business Partner Expenses								
Business Partner Expo				0				
A/V Rental	600	1,200	1,589	(389)	1,775	2.1%		
Food & Beverage	4,000	6,300	5,970	330	6,300	7.5%		
Facilities/Deposits	5,500	1,500	2,120	(620)	2,120	2.5%		
Other	0	300	529	(229)	500	0.6%	Décor, giveaways, etc.	
Parking	500	180	109	71	150	0.2%		
Photographs	0	0	0	0	0	0.0%		
<b>Total Business Partner Expo</b>	<b>10,600</b>	<b>9,480</b>	<b>10,317</b>	<b>(837)</b>	<b>10,845</b>	<b>12.9%</b>		
BP Events								
BP Appreciation Party	2,500	2,750	2,400	350	2,750	3.3%		
BP 101	0	600	78	522	100	0.1%		
BPAC	0	250	105	145	250	0.3%		
<b>Total Vendor Appreciation Party</b>	<b>2,500</b>	<b>3,600</b>	<b>2,583</b>	<b>1,017</b>	<b>3,100</b>	<b>3.7%</b>		
Busines Partner Expenses - Other	0	0	0	0	0	0.0%		
<b>Total Business Partner Expenses</b>	<b>13,100</b>	<b>13,080</b>	<b>12,900</b>	<b>180</b>	<b>13,945</b>	<b>16.5%</b>		
Chapter Supplies/Logo	0	0	385	(385)	450	0.5%		
Communications				0		0.0%		
Committee Meetings	0	0	0	0	0	0.0%		
Designer Fees	1,500	250	31	219	0	0.0%		
Maintenance	0	0	25	(25)	25	0.0%	annual fee for url	
Monthly Fee	1,200	935	1,135	(200)	935	1.1%	Star Chapter	
<b>Total Communications</b>	<b>2,700</b>	<b>1,185</b>	<b>1,191</b>	<b>(6)</b>	<b>960</b>	<b>1.1%</b>		
Community Challenge Expenses								
Charitable Contributions	100	1,500	1,300	200	1,500	1.8%	Note details in comment	
Community Challenge Event Costs	500	300	139	161	300	0.4%		
<b>Total Community Challenge Expenses</b>	<b>600</b>	<b>1,800</b>	<b>1,439</b>	<b>361</b>	<b>1,800</b>	<b>2.1%</b>		

ALA 2017-18 Budget

ALA 2017-18 Budget vs. Prior Year Budget & Actual	Budget: 2 Years Ago	Budget: Ending Year	Actual: Ending Year	Budj:Proj Variance: Ending Year	Proposed Budget: New Year	% of Expense	v. 5 05/09/17
	2015-2016	2016-2017	2016-2017	2016-2017	2017-2018		Notes
<b>Education Costs</b>							
Audio Visual	250	0	271	(271)	440	0.5%	
Facility Rental	0	400	125	275	0	0.0%	
Food for committee meetings	0	0	0	0	0	0.0%	
Luncheon Giveaways	0	150	55	95	200	0.2%	
Lunches-Education Seminar	1,300	800	0	800	1,500	1.8%	
Lunches-Monthly meetings	6,000	7,000	5,302	1,698	6,000	7.1%	Linked so expense matches income
Parking	300	0	0	0	0	0.0%	
Speakers- All events except MP Bkfst	2,000	1,000	0	1,000	4,000	4.7%	
Webinars and Audio Conferences	265	0	0	0	0	0.0%	
BP/Member Holiday Party	1,000	1,500	764	736	1,000	1.2%	Possibly hosted at Walsh Gellagos
<b>Total Education Costs</b>	<b>11,115</b>	<b>10,850</b>	<b>6,517</b>	<b>4,333</b>	<b>13,140</b>	<b>15.6%</b>	
<b>Insurance</b>							
Fidelity Bond Premium	190	190	190	0	190	0.2%	
<b>Total Insurance</b>	<b>190</b>	<b>190</b>	<b>190</b>	<b>0</b>	<b>190</b>	<b>0.2%</b>	
<b>Managing Partner Breakfast</b>							
MP AV	0	0	744	(744)	800	0.9%	
MP Parking	0	0	420	(420)	450	0.5%	
MP Speaker	0	2,000	226	1,774	3,000	3.6%	
MP Venue & Food	4,000	5,000	2,524	2,476	3,500	4.2%	
<b>Managing Partner Breakfast</b>	<b>4,000</b>	<b>7,000</b>	<b>3,915</b>	<b>3,085</b>	<b>7,750</b>	<b>9.2%</b>	
<b>Member Outreach &amp; Networking</b>							
Retreat/Social - Dart Bowl	0	2,500	1,798	702	1,500	1.8%	Dart Bowl switched from BP/Member Holiday Party
Swing Into Spring- UT Baseball	0	0	451	(451)	991	1.2%	new budget item (used total of actual)
<b>Total Member Outreach &amp; Networking</b>	<b>0</b>	<b>2,500</b>	<b>2,249</b>	<b>251</b>	<b>2,491</b>	<b>3.0%</b>	
<b>Miscellaneous Expense</b>							
Gifts - other	100	300	315	(15)	300	0.4%	
Nominating Committee	100	0	0	0	100	0.1%	
Post Office Box	128	136	160	(24)	160	0.2%	
<b>Total Miscellaneous Expense</b>	<b>328</b>	<b>436</b>	<b>475</b>	<b>(39)</b>	<b>560</b>	<b>0.7%</b>	
<b>New Member Functions</b>							
Miscellaneous	0	0	0	0	0	0.0%	
New Member Lunches	800	400	138	262	300	0.4%	
<b>Total New Member Functions</b>	<b>800</b>	<b>400</b>	<b>138</b>	<b>262</b>	<b>300</b>	<b>0.4%</b>	
<b>Salary Survey Costs</b>	<b>4,500</b>	<b>5,000</b>	<b>4,700</b>	<b>300</b>	<b>5,000</b>	<b>5.9%</b>	Linked so expense matches income

ALA 2017-18 Budget

ALA 2017-18 Budget vs. Prior Year Budget & Actual	Budget: 2 Years Ago	Budget: Ending Year	Actual: Ending Year	Budj:Proj Variance: Ending Year	Proposed Budget: New Year	% of Expense	v. 5 05/09/17
	2015-2016	2016-2017	2016-2017	2016-2017	2017-2018		Notes
Small Firm Group	250	250	75	175	150	0.2%	
Stipends & Scholarships							See Stipends Tab for details on this section
Board Stipend - President	2,150	4,400	4,336	64	2,750	3.3%	
Board Stipend - President Elect	4,150	2,400	2,400	0	4,000	4.7%	
Board Stipends - Secr & Treas	4,150	4,400	4,400	0	6,000	7.1%	
Committee Chair Stipends	6,000	10,500	1,842	8,658	7,000	8.3%	
Chapter Dinners	0	0	0	0	650	0.8%	Denver, overage covered by attendees
Chapter Leadership Institute						0.0%	
Board Members/Chairs-CLI	2,000	3,750	1,454	2,296	0	0.0%	
President - CLI	1,000	1,000	823	177	1,000	1.2%	
President Elect-CLI	0	1,000	976	24	1,000	1.2%	No longer paid by HQ
Total Chapter Leadership Institute	3,000	5,750	3,253	2,497	2,000	2.4%	
Quest Scholarship	2,000	2,000	2,000	0	0	0.0%	Assuming Stipend Budget fully used:
Scholarships-Non Board	2,000	3,500	0	3,500	5,900	7.0%	% of total expenses to board/chair 25.8%
Member Registration Fees	2,000	2,400	0	2,400	0	0.0%	% of total expenses to general 14.0%
Scholarship-Prior Year	2,000	3,650	2,399	1,251	5,900	7.0%	% of stipends to general members 35.2%
Silent Auction Items	250	250	317	(67)	300	0.4%	
Total Stipends & Scholarships	27,700	39,250	20,947	18,303	34,500	40.9%	
Visitor Hospitality	0	400	0	400	400	0.5%	
Total Expense	68,783	84,091	56,698	27,393	84,286	100.0%	
Net Ordinary Income	(5,658)	(441)	27,392	(27,833)	(4,361)	-5.2%	
Other Income/Expense							
Other Income							
Interest Income	4	7	15	(8)	15	0.0%	
Total Other Income	4	7	15	(8)	15	0.0%	
Net Other Income	4	7	15	(8)	15	0.0%	
Net Income	(5,654)	(434)	27,407	(27,841)	(4,346)	-5.2%	
					18,303		16-17 FY STIPENDS underbudget
					13,958		Est. profit assuming similar underbudget in 17-18 FY
					95,429		4/1/17 cash in hand
* Projected Unreserved income is Education, Retreats, & Salary Survey (does not include BP Income or Membership Dues, as those will be reserved for the 2018-2019 Budget.)					13,700		Plus projected unreserved income*
** Based on full budget, including all Stipends/Scholarships.					(84,286)		Less budgeted expenses**
^^ Excludes future income reserves					24,843		Estimated 4/1/18 cash in hand^^

**Austin Chapter - Association of Legal Administrators**  
**Statement of Cash Flows**  
April 2017

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	<u>Apr 17</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-8,174.94
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Expenses - Star Chapter	<u>-850.00</u>
Net cash provided by Operating Activities	<u>-9,024.94</u>
Net cash increase for period	-9,024.94
Cash at beginning of period	<u>95,423.73</u>
Cash at end of period	<u><u>86,398.79</u></u>

## Austin Chapter - Association of Legal Administrators

05/02/17

## Balance Sheet

Cash Basis

As of April 30, 2017

	<u>Apr 30, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Frost Bank Checking	
General Operations (Unreserved)	5,645.25
Monthly Lunches Reserve	790.29
Total Frost Bank Checking	<u>6,435.54</u>
Frost Money Market	
MM General Reserves	79,963.25
Total Frost Money Market	<u>79,963.25</u>
Total Checking/Savings	86,398.79
Other Current Assets	
Prepaid Expenses - Star Chapter	935.00
Total Other Current Assets	<u>935.00</u>
Total Current Assets	<u>87,333.79</u>
<b>TOTAL ASSETS</b>	<b><u>87,333.79</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Other Current Liability	750.00
Total Other Current Liabilities	<u>750.00</u>
Total Current Liabilities	<u>750.00</u>
Total Liabilities	750.00
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	81,344.20
Net Income	-8,089.94
Total Equity	<u>86,583.79</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>87,333.79</u></b>

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss**  
**April 2017**

	Apr 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Annual Sponsorship	
Silver	1,350.00
<b>Total Annual Sponsorship</b>	1,350.00
<b>Education</b>	
Monthly Lunch Receipts	650.00
<b>Total Education</b>	650.00
<b>Membership Dues</b>	2,075.00
<b>Total Income</b>	4,075.00
<b>Gross Profit</b>	4,075.00
<b>Expense</b>	
Bank & Credit Card Fees	52.85
<b>Communications</b>	
Website Monthly Fee	85.00
<b>Total Communications</b>	85.00
<b>Education Costs</b>	
Audio Visual	54.13
Lunches - Monthly meetings	657.28
<b>Total Education Costs</b>	711.41
<b>Member Outreach &amp; Networking</b>	
Swing Into Spring - with BPs	1,091.64
<b>Total Member Outreach &amp; Networking</b>	1,091.64
<b>New Member Functions</b>	
New Member Lunches	31.15
<b>Total New Member Functions</b>	31.15
<b>Stipends &amp; Scholarships</b>	
Board Stipend- President	1,022.96
Board Stipend- President Elect	1,454.81
Board Stipend- Secr & Treas	2,000.00
Committee Chair Stipend	3,500.00



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05/09/17

Cash Basis

**Austin Chapter - Association of Legal Administrators**  
**Profit & Loss**  
April 2017

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	<u>Apr 17</u>
Chapter Dinner	748.21
Scholarships-Non Board	<u>1,551.91</u>
Total Stipends & Scholarships	10,277.89
Total Expense	<u>12,249.94</u>
Net Ordinary Income	<u>-8,174.94</u>
Net Income	<u><u>-8,174.94</u></u>