



OAMR BOARD REPORT OR REQUEST FOR ACTION

Treasurer's Report – November 1, 2008 to January 31, 2009

Meeting Date: February 6, 2009
Source of Item: Quarterly Financial Report

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ISSUE STATEMENT

BACKGROUND

- As of January 31, 2009 OAMR had \$63,006.72 in the Bank and the Investment Pool.
- I have started using the online services to pay bills and download statements and transactions directly into the new accounting software. This eliminates bank fees. There is still a monthly fee for the Investment Pool.
- We will get out checks back as images now- which may be kept in a PDF file.
- I am receiving membership renewals and mid-year registrations. I am tracking the memberships and plan to send out a friendly email reminder to those that have not renewed by the middle of February.
- The new software allows me to email receipts to members as soon as I post their checks, and I will be able to print receipts for things such as the Board Lunch rather than hand print those. That will save me time because I will not have to enter them into the software afterward.
- I will be starting on the IRS forms 990 for the annual report, and will be working with Laurie Boyce on the 501(c) (3) application.

RELATED POLICIES/BUDGET CONSIDERATIONS

BOARD OPTIONS

I purchased the new computer and the accounting Software for \$778. It is currently posted to Officer's Miscellaneous Supplies/Equipment . Since that puts that line over budget I would like to ask the Board for suggestions. Should I leave it there, or should money be moved from contingency?

CHAIR OR DIRECTOR'S RECOMMENDATION

SUGGESTED MOTION

ATTACHMENTS

- A. Balance Sheet for 1st Qtr. 2008-2009
- B. Profit and Loss Budget vs. Actual for 1st Qtr. 2008-2009

OAMR
Balance Sheet
As of January 31, 2009

	<u>Jan 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	10,345.97
LGIP	52,660.75
Total Checking/Savings	<u>63,006.72</u>
Total Current Assets	<u>63,006.72</u>
TOTAL ASSETS	<u>63,006.72</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	57,317.58
Net Income	5,689.14
Total Equity	<u>63,006.72</u>
TOTAL LIABILITIES & EQUITY	<u>63,006.72</u>

OAMR
Profit & Loss Budget vs. Actual
November 2008 through January 2009

	Nov '08 - Jan 09	Budget
Income		
Academy/Education Session		
Annual Academy	0.00	12,700.00
Mid-Year	2,250.00	9,000.00
On-the Road Workshops	0.00	1,500.00
Total Academy/Education Session	2,250.00	23,200.00
Annual Conference Revenue		
Registration	275.00	27,500.00
Sponsors	0.00	4,000.00
Store Sales	0.00	2,750.00
Vendors	0.00	4,000.00
Total Annual Conference Revenue	275.00	38,250.00
Cash Carried Forward	0.00	38,000.00
Education/Scholarships		
Auction	0.00	3,500.00
Donations General	75.00	500.00
Kathy Ishiara Education Fund	10.00	1,250.00
Raffle	23.00	7,000.00
Total Education/Scholarships	108.00	12,250.00
IIMC 2012 Fund Raising	0.00	30,000.00
Interest Income	204.56	1,200.00
Membership Dues	7,755.00	10,000.00
Miscellaneous	60.00	200.00
Newsletter Advertising	0.00	750.00
Total Income	10,652.56	153,850.00
Expense		
Academy/Education Sessions		
Conference Academy	0.00	7,000.00
Mid-Year Academy	0.00	6,500.00
On-the Road Workshops	0.00	750.00
Total Academy/Education Sessions	0.00	14,250.00
Annual Conference Expenses		
Awards	0.00	400.00
Banquet Expenses	0.00	1,000.00
Conference Chair Expense	0.00	800.00
Freebies/Conference Bags	0.00	1,800.00
Future Conference Site Deposits	0.00	2,500.00
Hospitality	0.00	3,500.00
Meals	0.00	14,000.00
Miscellaneous Conference Exp	0.00	300.00
Photography	0.00	50.00
Postage-Conference	0.00	100.00
Pres. Reception/Special Event	0.00	5,000.00
Print-Conference	0.00	1,400.00
Store Merchandise	0.00	2,500.00
Total Annual Conference Expenses	0.00	33,350.00
Contingency	0.00	15,000.00
IIMC 2012 Expenses	0.00	45,000.00
Internet/Web Page	130.20	300.00
MCEF Annual Donation	0.00	500.00
Membership Expenses		
Postage-Membership	0.00	50.00
Printing-Memberships	0.00	50.00
Supplies-Memberships	45.00	125.00
Total Membership Expenses	45.00	225.00
Micellaneous	967.24	1,400.00

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Accrual Basis

OAMR
Profit & Loss Budget vs. Actual
November 2008 through January 2009

	Nov '08 - Jan 09	Budget
Newsletter		
Postage-Newsletter	111.40	250.00
Printing-Newsletters	157.84	1,000.00
Supplies-Newsletters	0.00	100.00
Total Newsletter	269.24	1,350.00
NW Clerks Institute Director	0.00	1,200.00
OAMR Ambassadors	0.00	1,800.00
Officer Supplies		
Misc/Equipment-Officers	787.94	200.00
Postage-Officers	0.00	100.00
Printing-Officers	0.00	100.00
Supplies-Officers	18.00	100.00
Total Officer Supplies	805.94	500.00
Officers Expenses		
1st Vice Pres-IIMC Conference	0.00	2,200.00
2nd Vice Pres Conf. Site Tours	0.00	500.00
Director Region IX	0.00	550.00
OAMR Region Directors	0.00	300.00
President's Expenses		
IIMC Conference-President	0.00	2,800.00
OAMR Representation-President	0.00	2,000.00
Region IX Conference-President	551.56	3,000.00
Total President's Expenses	551.56	7,800.00
Total Officers Expenses	551.56	11,350.00
Photography/Historian	0.00	50.00
Raffle Expenses		
Postage & Supplies-Raffles	194.24	500.00
Printing-Raffle	0.00	400.00
Trip/Supplies	0.00	2,000.00
Total Raffle Expenses	194.24	2,900.00
Scholarships		
IIMC Certification Programs	0.00	11,000.00
Kathy Ishiara Scholarship	1,000.00	2,820.00
Marge Price Scholarship	1,000.00	1,000.00
Mid-Year Academy Scholarship	0.00	1,500.00
OAMR Conference/Academy Session	0.00	6,405.00
President Awards Scholarship	0.00	500.00
Total Scholarships	2,000.00	23,225.00
Total Expense	4,963.42	152,400.00
Net Income	5,689.14	1,450.00

OAMR
Profit & Loss Budget vs. Actual
November 2008 through January 2009

	\$ Over Budget	% of Budget
Income		
Academy/Education Session		
Annual Academy	-12,700.00	0.0%
Mid-Year	-6,750.00	25.0%
On-the Road Workshops	-1,500.00	0.0%
Total Academy/Education Session	-20,950.00	9.7%
Annual Conference Revenue		
Registration	-27,225.00	1.0%
Sponsors	-4,000.00	0.0%
Store Sales	-2,750.00	0.0%
Vendors	-4,000.00	0.0%
Total Annual Conference Revenue	-37,975.00	0.7%
Cash Carried Forward	-38,000.00	0.0%
Education/Scholarships		
Auction	-3,500.00	0.0%
Donations General	-425.00	15.0%
Kathy Ishiara Education Fund	-1,240.00	0.8%
Raffle	-6,977.00	0.3%
Total Education/Scholarships	-12,142.00	0.9%
IIMC 2012 Fund Raising	-30,000.00	0.0%
Interest Income	-995.44	17.0%
Membership Dues	-2,245.00	77.6%
Miscellaneous	-140.00	30.0%
Newsletter Advertising	-750.00	0.0%
Total Income	-143,197.44	6.9%
Expense		
Academy/Education Sessions		
Conference Academy	-7,000.00	0.0%
Mid-Year Academy	-6,500.00	0.0%
On-the Road Workshops	-750.00	0.0%
Total Academy/Education Sessions	-14,250.00	0.0%
Annual Conference Expenses		
Awards	-400.00	0.0%
Banquet Expenses	-1,000.00	0.0%
Conference Chair Expense	-800.00	0.0%
Freebies/Conference Bags	-1,800.00	0.0%
Future Conference Site Deposits	-2,500.00	0.0%
Hospitality	-3,500.00	0.0%
Meals	-14,000.00	0.0%
Miscellaneous Conference Exp	-300.00	0.0%
Photography	-50.00	0.0%
Postage-Conference	-100.00	0.0%
Pres. Reception/Special Event	-5,000.00	0.0%
Print-Conference	-1,400.00	0.0%
Store Merchandise	-2,500.00	0.0%
Total Annual Conference Expenses	-33,350.00	0.0%
Contingency	-15,000.00	0.0%
IIMC 2012 Expenses	-45,000.00	0.0%
Internet/Web Page	-169.80	43.4%
MCEF Annual Donation	-500.00	0.0%
Membership Expenses		
Postage-Membership	-50.00	0.0%
Printing-Memberships	-50.00	0.0%
Supplies-Memberships	-80.00	36.0%
Total Membership Expenses	-180.00	20.0%
Micellaneous	-432.76	69.1%

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Accrual Basis

OAMR
Profit & Loss Budget vs. Actual
 November 2008 through January 2009

	\$ Over Budget	% of Budget
Newsletter		
Postage-Newsletter	-138.60	44.6%
Printing-Newsletters	-842.16	15.8%
Supplies-Newsletters	-100.00	0.0%
Total Newsletter	-1,080.76	19.9%
NW Clerks Institute Director	-1,200.00	0.0%
OAMR Ambassadors	-1,800.00	0.0%
Officer Supplies		
Misc/Equipment-Officers	587.94	394.0%
Postage-Officers	-100.00	0.0%
Printing-Officers	-100.00	0.0%
Supplies-Officers	-82.00	18.0%
Total Officer Supplies	305.94	161.2%
Officers Expenses		
1st Vice Pres-IIMC Conference	-2,200.00	0.0%
2nd Vice Pres Conf. Site Tours	-500.00	0.0%
Director Region IX	-550.00	0.0%
OAMR Region Directors	-300.00	0.0%
President's Expenses		
IIMC Conference-President	-2,800.00	0.0%
OAMR Representation-President	-2,000.00	0.0%
Region IX Conference-President	-2,448.44	18.4%
Total President's Expenses	-7,248.44	7.1%
Total Officers Expenses	-10,798.44	4.9%
Photography/Historian	-50.00	0.0%
Raffle Expenses		
Postage & Supplies-Raffles	-305.76	38.8%
Printing-Raffle	-400.00	0.0%
Trip/Supplies	-2,000.00	0.0%
Total Raffle Expenses	-2,705.76	6.7%
Scholarships		
IIMC Certification Programs	-11,000.00	0.0%
Kathy Ishiara Scholarship	-1,820.00	35.5%
Marge Price Scholarship	0.00	100.0%
Mid-Year Academy Scholarship	-1,500.00	0.0%
OAMR Conference/Academy Session	-6,405.00	0.0%
President Awards Scholarship	-500.00	0.0%
Total Scholarships	-21,225.00	8.6%
Total Expense	-147,436.58	3.3%
Net Income	4,239.14	392.4%