



MEMO

To: Steven Rauch, MD, Secretary/Treasurer
Robert V. Shannon, PhD, President
P. Ashley Wackym, MD, President-Elect

From: Darla Dobson, Executive Director

Subject: ARO January 2006 Activity and Financial Report

Date: March 1, 2006

Enclosed is a copy of the January 2006 Financial Statements for ARO. Activities during the past month included:

- Processed 120 membership renewals and 38 new applications; compared to 41 renewals and 31 new applications last year.
- Finalized membership renewal notices for 2006-2007 dues.
- Invoiced UCSD for subcontracted NIH grant funds. Payment has been received and will appear in the February financial statements.
- Finalized agenda books for the February 4th Council meeting.
- Prepared slides and handouts for the ARO business meeting.
- Provided on-site meeting support at the 2006 MWM.
- Created draft online post-meeting survey.
- Processed travel award reimbursements. Expense will begin to appear in the February financial statements.
- Contacted various hotel chains to obtain availability and rates for 2008 and 2009 MidWinter Meetings.
- Updated the ARO website with various announcements and meeting information.
- Continued processing meeting registrations.

I. Operating

Revenue:

- 30510-101000: Membership renewals / new member revenue received.
- 32503-101000: Rented membership mailing list for one-time use to the American Head & Neck Society.
- 33102-101000: Donations received. For current contributor list, please visit: <http://www.aro.org/contributions.htm>

Expenses:

- 40401-101000: Includes expense for Dec. 13 conference call to discuss 2007 site selection.

II. MWM

Revenue:

- 31000-201006: Meeting registration revenue received.
- 32602-201006: Revenue from meeting registrants purchasing abstract books.
- 33004-201006: AAO-HNSF Travel Award grant, providing funding for 10 awardees.

Expenses:

- 40411-201006: Per contract payment to Mira, Inc. for abstract processing services.
- 47401-201006: Award of Merit honorarium for Dr. Robert Fettiplace.

III. Exhibits

Revenue:

- 35000-401006: Exhibit booth sales for the 2006 MWM.
- 37000-401006: Award reception sponsorship from Med-El, secured by exhibits dept.
- 39500-401006: Exhibitor purchase of website link on the ARO exhibits page.

Expenses:

- Nothing significant to report.

IV. Journal 43100-301000: Editor honorarium for \$7,500 to Dr. Eric Young for 2005 services. The 2006 honorarium payment will go to Dr. Ruth Anne Eatock at the Council approved amount of \$10,000.

V. Management Fee Per contract

VI. Check register Please review this statement and let me know if you have any questions.

cc: Gregg Talley, Principal
 Lisa Astorga, ARO Meeting Manager
 Tina Mercardo, ARO Exhibits Manager



**ARO - YEAR TO DATE
INCOME AND EXPENSE COMPARISON
AS OF JANUARY 31, 2006**

	Income	Expense	Profit (Loss)
HQ-OFFICE	\$57,381.34	\$17,451.08	\$39,930.26
MIDWINTER MEETING 2005	\$0.00	\$1,453.02	(\$1,453.02)
MIDWINTER MEETING 2006	\$233,465.69	\$20,785.02	\$212,680.67
SHORT COURSE SYMPOSIUM	\$0.00	\$0.00	\$0.00
JOURNAL	\$20,917.00	\$77,469.78	(\$56,552.78)
EXHIBITS	\$15,950.00	\$1,727.41	\$14,222.59
WEB SERVICES	\$0.00	\$0.00	\$0.00
MANAGEMENT FEES	<u>\$0.00</u>	<u>\$68,204.50</u>	<u>(\$68,204.50)</u>
Year to Date Profit (Loss)	\$327,714.03	\$187,090.81	\$140,623.22



These Financial Statements were prepared by TALLEY MANAGEMENT GROUP, INC. and contain proprietary and confidential information. These statements were prepared utilizing the Best MAS 500 Accounting System.



Association for Res in Otolaryngology

As of January 31, 2006

Year to Date
Balance

ASSETS

CURRENT ASSETS

Checking Account	180,578.69
Edowment Fund	1,584.21
Accounts Receivable	395.00
Receivables - Registration CC	140,477.32

TOTAL CURRENT ASSETS 323,035.22

DEFERRED ASSETS

Deferred Expense	500.00
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TOTAL ASSETS 323,535.22

LIABILITIES & EQUITY

LIABILITIES

EQUITY

Retained Earnings-Current Year	140,623.22
Retained Earnings-Prior Years	182,912.00

TOTAL EQUITY 323,535.22

TOTAL LIABILITIES & EQUITY 323,535.22





Association for Res in Otolaryngology

For the Seven Months Ending January 31, 2006

	Current Month	Year to Date Actual	Budget	Variance	Variance
REVENUE					
OPERATING-CURRENT YEAR(101000)					
30510 Dues - Member	9,665.00	40,598.00	140,800.00	(100,202.00)	(71.2%)
32503 Sales - List	200.00	1,200.00	1,200.00	0.00	0.0%
32506 Sales - Linkshare Commission	0.00	27.00	150.00	(123.00)	(82.0%)
33102 Donations	200.00	13,506.01	4,000.00	9,506.01	237.7%
39000 Interest	376.92	2,050.33	1,000.00	1,050.33	105.0%
TOTAL - OPERATING-CURRENT YEAR	10,441.92	57,381.34	147,150.00	(89,768.66)	(61.0%)
2006 MID WINTER MEETING(201006)					
31000 Total Registration	104,500.00	181,380.00	225,000.00	(43,620.00)	(19.4%)
32601 Abstract Fee	0.00	27,885.69	29,263.54	(1,377.85)	(4.7%)
32602 Abstract Book Sales	5,170.00	10,200.00	8,700.00	1,500.00	17.2%
33001 Grant - NIH	0.00	0.00	40,130.00	(40,130.00)	(100.0%)
33003 Grant - DRF Travel Awards	0.00	9,000.00	9,000.00	0.00	0.0%
33004 Grant - AAOHNS Travel Awards	5,000.00	5,000.00	5,000.00	0.00	0.0%
33007 Grant - AAA/AAAF Travel Awards	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
33103 Hotel Commission	0.00	0.00	19,000.00	(19,000.00)	(100.0%)
TOTAL 2006 MID WINTER MEETING	114,670.00	233,465.69	337,093.54	(103,627.85)	(30.7%)
2006 SHORT COURSE(210106)					
31000 Total Registration	0.00	0.00	6,305.00	(6,305.00)	(100.0%)
JOURNAL #1-CURRENT YEAR(301000)					
32010 Member Subscriptions	5,725.00	20,917.00	89,200.00	(68,283.00)	(76.6%)
2006 MID WINTER MEETING EXHIBITS(401006)					
35000 Booth Sales	1,550.00	11,850.00	18,700.00	(6,850.00)	(36.6%)
37000 Sponsorship	4,000.00	4,000.00	0.00	4,000.00	0.0%
39500 Miscellaneous	100.00	100.00	1,000.00	(900.00)	(90.0%)
TOTAL 2006 MID WINTER MEETING EXHIBITS	5,650.00	15,950.00	19,700.00	(3,750.00)	(19.0%)
TOTAL REVENUE	136,486.92	327,714.03	599,448.54	(271,734.51)	(45.3%)
EXPENSES					
OPERATING-CURRENT YEAR(101000)					
40100 Taxes	0.00	15.00	200.00	(185.00)	(92.5%)
40200 Office Supplies	0.00	13.97	1,000.00	(986.03)	(98.6%)
40301 Printing - Letterhead	0.00	177.70	500.00	(322.30)	(64.5%)
40401 Communications-Telephone/Fax	284.35	2,145.70	3,500.00	(1,354.30)	(38.7%)
40402 Communications-Postage/Fulfill	108.18	765.89	4,000.00	(3,234.11)	(80.9%)
40403 Communications-Printing/Copy	18.50	655.23	3,200.00	(2,544.77)	(79.5%)
40404 Communications-Web Site	0.00	702.82	3,500.00	(2,797.18)	(79.9%)
40405 Communications-Newsletter-All	0.00	0.00	5,000.00	(5,000.00)	(100.0%)
40406 Communications-Directory-All	0.00	0.00	5,000.00	(5,000.00)	(100.0%)
40407 Communications-Membership-All	0.00	819.20	4,000.00	(3,180.80)	(79.5%)
40500 Insurance Expense	0.00	3,804.75	3,500.00	304.75	8.7%





Association for Res in Otolaryngology

For the Seven Months Ending January 31, 2006

	Current Month	Year to Date Actual	Budget	Variance	Variance
40800 Lists Expense	0.00	0.00	1,225.00	(1,225.00)	(100.0%)
43100 Editor Expense	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
44021 Committees-Board/Council-T/F/L	0.00	986.15	1,800.00	(813.85)	(45.2%)
44031 Committees-Staff-T/F/L	0.00	2,609.17	4,000.00	(1,390.83)	(34.8%)
44061 Committees-Historian-T/F/L	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
44071 Committee-Research Forum-T/F/L	0.00	0.00	1,400.00	(1,400.00)	(100.0%)
44081 Committee-Site Selection-T/F/L	0.00	124.41	1,000.00	(875.59)	(87.6%)
45010 Purchased Services-Auditor	0.00	1,750.00	2,800.00	(1,050.00)	(37.5%)
45020 Purchased Services-Legal	0.00	0.00	5,000.00	(5,000.00)	(100.0%)
45021 Legal Settlement	0.00	0.00	150,000.00	(150,000.00)	(100.0%)
49501 Bank Charges - Regular	47.00	439.00	1,000.00	(561.00)	(56.1%)
49504 Bank Charges - CreditCard	9.86	2,442.09	4,500.00	(2,057.91)	(45.7%)
TOTAL OPERATING-CURRENT YEAR	467.89	17,451.08	208,125.00	(190,673.92)	(91.6%)
2005 ANNUAL MEETING(201005)					
40200 Office Supplies	0.00	168.73	0.00	168.73	0.0%
47412 Resident Travel Reimbursement	0.00	500.00	0.00	500.00	0.0%
49504 Bank Charges - Credit Card	0.00	784.29	0.00	784.29	0.0%
TOTAL 2005 ANNUAL MEETING	0.00	1,453.02	0.00	1,453.02	0.0%
2006 MID WINTER MEETING(201006)					
40200 Office Supplies	0.00	103.64	700.00	(596.36)	(85.2%)
40401 Communications-Telephone/Fax	93.49	548.12	2,000.00	(1,451.88)	(72.6%)
40402 Communications-Postage/Fulfill	0.43	26.72	3,000.00	(2,973.28)	(99.1%)
40403 Communications-Printing/Copy	33.60	51.50	2,000.00	(1,948.50)	(97.4%)
40410 Communications-Program-All	0.00	0.00	11,500.00	(11,500.00)	(100.0%)
40411 Communications-Abstracts-MIRA	10,015.31	14,399.45	15,000.00	(600.55)	(4.0%)
40412 Communications-Abstracts	0.00	0.00	9,000.00	(9,000.00)	(100.0%)
40413 Communicatons-Abstracts-Printing	0.00	0.00	5,100.00	(5,100.00)	(100.0%)
40415 Communications-Registration-All	0.00	890.89	15,000.00	(14,109.11)	(94.1%)
40500 Insurance Expense	0.00	0.00	1,300.00	(1,300.00)	(100.0%)
40700 Freight Expense	0.00	0.00	2,000.00	(2,000.00)	(100.0%)
44021 Committee-Council-T/F/L	0.00	0.00	1,500.00	(1,500.00)	(100.0%)
44031 Committee-Staff-T/F/L	0.00	206.41	3,500.00	(3,293.59)	(94.1%)
44041 Committee-Program-T/F/L	0.00	2,014.78	3,000.00	(985.22)	(32.8%)
44091 Committee-Invited Guests	0.00	0.00	700.00	(700.00)	(100.0%)
45040 Purchased Services-Advertising	0.00	1,543.51	1,500.00	43.51	2.9%
45070 Purchased Services-Signs	0.00	0.00	900.00	(900.00)	(100.0%)
45080 Purchased Services-Posters	0.00	0.00	5,880.00	(5,880.00)	(100.0%)
45090 Purchased Services-AudioVisual	0.00	0.00	30,000.00	(30,000.00)	(100.0%)
45100 Purchased Services-Decorator	0.00	0.00	675.00	(675.00)	(100.0%)
45150 Purchased Services-Temp Staff	0.00	0.00	3,500.00	(3,500.00)	(100.0%)
45990 Purchased Services-ALD/RTC	0.00	0.00	10,130.00	(10,130.00)	(100.0%)
47151 Honoraria	0.00	0.00	4,000.00	(4,000.00)	(100.0%)
47161 Faculty-T/F/L	0.00	0.00	16,500.00	(16,500.00)	(100.0%)
47210 Food & Beverage-Coffee Breaks	0.00	0.00	30,000.00	(30,000.00)	(100.0%)
47230 Food & Beverage-Award of Merit Recpt	0.00	0.00	3,000.00	(3,000.00)	(100.0%)
47235 Food & Beverage-Welcome Recpt	0.00	0.00	500.00	(500.00)	(100.0%)
47240 Food & Beverage-Council Dinner	0.00	0.00	2,500.00	(2,500.00)	(100.0%)
47250 Food & Beverage-Travel Award Lunch	0.00	0.00	3,500.00	(3,500.00)	(100.0%)





Association for Res in Otolaryngology

For the Seven Months Ending January 31, 2006

	Current Month	Year to Date Actual	Budget	Variance	Variance
47260 Food & Beverage-Council Lunch	0.00	0.00	2,500.00	(2,500.00)	(100.0%)
47270 Food & Beverage-Congressman Recpt	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
47290 Food & Beverage-Committees	0.00	0.00	3,500.00	(3,500.00)	(100.0%)
47315 Gratuities	0.00	0.00	800.00	(800.00)	(100.0%)
47401 Award of Merit Honorarium	1,000.00	1,000.00	1,000.00	0.00	0.0%
47412 Travel Awards-Med Student/Resident	0.00	0.00	12,500.00	(12,500.00)	(100.0%)
47413 Travel Awards-Minority	0.00	0.00	2,000.00	(2,000.00)	(100.0%)
47414 Travel Awards-Grad/Post Doc	0.00	0.00	9,000.00	(9,000.00)	(100.0%)
47415 Travel Awards-Audiologist	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
49504 Bank Charges-Credit Card	0.00	0.00	6,000.00	(6,000.00)	(100.0%)
TOTAL 2006 MID WINTER MEETING	11,142.83	20,785.02	227,185.00	(206,399.98)	(90.9%)
2006 SHORT COURSE(210106)					
40403 Communications-Printing/Copy	0.00	0.00	100.00	(100.00)	(100.0%)
40410 Communications-Syllabus-All	0.00	0.00	1,200.00	(1,200.00)	(100.0%)
45090 Purchased Services-AudioVisual	0.00	0.00	2,500.00	(2,500.00)	(100.0%)
47151 Honoraria	0.00	0.00	1,200.00	(1,200.00)	(100.0%)
47210 Food & Beverage-Coffee Break	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
47280 Food & Beverage-Other	0.00	0.00	550.00	(550.00)	(100.0%)
TOTAL 2006 SHORT COURSE	0.00	0.00	6,550.00	(6,550.00)	(100.0%)
JOURNAL #1-CURRENT YEAR(301000)					
40416 Communications-Journal-All	0.00	63,032.75	73,900.00	(10,867.25)	(14.7%)
40417 Communications-International Fulfill	0.00	6,937.03	7,560.00	(622.97)	(8.2%)
43100 Editor Expense	7,500.00	7,500.00	7,500.00	0.00	0.0%
TOTAL JOURNAL #1-CURRENT YEAR	7,500.00	77,469.78	88,960.00	(11,490.22)	(12.9%)
2006 MID WINTER MEETING EXHIBITS(401006)					
40401 Communications-Telephone/Fax	29.36	84.77	0.00	84.77	0.0%
40402 Communications-Postage/Fulfill	5.52	226.04	650.00	(423.96)	(65.2%)
40403 Communications-Printing/Copy	193.20	206.60	350.00	(143.40)	(41.0%)
40409 Communications-Prospectus-All	0.00	1,210.00	1,100.00	110.00	10.0%
44031 Committees-Staff-T/F/L	0.00	0.00	750.00	(750.00)	(100.0%)
45100 Purchased Services-Decorator	0.00	0.00	1,500.00	(1,500.00)	(100.0%)
45130 Purchased Services-Security	0.00	0.00	1,600.00	(1,600.00)	(100.0%)
TOTAL 2006 MID WINTER MEETING EXHIBITS	228.08	1,727.41	5,950.00	(4,222.59)	(71.0%)
MANAGEMENT SERVICES(999000)					
49000 Talley Management Costs	9,743.50	68,204.50	110,000.00	(41,795.50)	(38.0%)
TOTAL EXPENSES	29,082.30	187,090.81	646,770.00	(459,679.19)	(71.1%)
NET PROFIT/(LOSS)	107,404.62	140,623.22	(47,321.46)	187,944.68	(397.2%)





ASSOCIATION FOR RESEARCH IN OTOLARYNGOLOGY
Accounts Payable
Vendor Payment Activity-January 31, 2006

Tran No	Batch	Tran Date	Vend	Tran Amt HC
0000003123	APSC-0000052	1/3/2006	TALMAN Talley Management Group, Inc.	9,743.50
	11756-IN	Invoice Apply Date 12/30/2005	Applied Amount 9,743.50	Discount Taken 0.00
0000003125	APSC-0000053	1/10/2006	TELSPA TelSpan	79.10
	97432-IN	Invoice Apply Date 12/31/2005	Applied Amount 79.10	Discount Taken 0.00
0000003124	APSC-0000053	1/10/2006	BAKTAY Baker & Taylor	10.00
	Refund-Bak/Tay-IN	Invoice Apply Date 1/5/2006	Applied Amount 10.00	Discount Taken 0.00
0000003126	APSC-0000054	1/17/2006	TALMAN Talley Management Group, Inc.	508.73
	11785-IN	Invoice Apply Date 1/9/2006	Applied Amount 508.73	Discount Taken 0.00
0000003127	APSC-0000055	1/24/2006	BELLIA Bellia Business Products	190.80
	003489-IN	Invoice Apply Date 1/19/2006	Applied Amount 190.80	Discount Taken 0.00
0000003129	APSC-0000055	1/24/2006	MIRACD Mira, Inc.	10,015.31
	300729-IN	Invoice Apply Date 12/16/2005	Applied Amount 10,015.31	Discount Taken 0.00
0000003130	APSC-0000055	1/24/2006	YOUNGE Eric D. Young, PhD	7,500.00
	Honorarium-IN	Invoice Apply Date 1/13/2006	Applied Amount 7,500.00	Discount Taken 0.00
0000003128	APSC-0000055	1/24/2006	FETTIR Robert Fettiplace	1,000.00
	MeritAward-IN	Invoice Apply Date 1/13/2006	Applied Amount 1,000.00	Discount Taken 0.00
Report Total:				29,047.44

