



# 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 July 2006 Activity and Financial Report

**Date:** September 19, 2006

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

- Processed 24 membership renewals and 2 new applications; compared to 56 renewals and 3 new applications last year.
- Finalized the ARO newsletter and distributed via email to members.
- Reserved meeting room and made arrangements for the September Council meeting in Toronto.
- Provided draft council meeting agenda for President's review.
- Requested committee reports for the September meeting agenda books.
- Confirmed 2007 MWM travel award funding with the AAO-HNSF and the American Academy of Audiology.
- Requested candidate biographical information for the election ballots.
- Finalized the abstract submission site and opened the site on September 1.
- Continued discussions with potential venues for the 2008 MWM.
- Finalized the 2007 MWM exhibitor prospectus and distributed to potential exhibitor list.

## I. Operating

### Revenue:

- 30510-101000: Membership renewals / new member revenue received.
- 32503-101000: Rented membership mailing list to NIDCD National Temporal Bone Registry for newsletter mailing.

### Expenses:

- 40404-101000: Payment to Livewire, LLC for www.aro.org annual website hosting and payment to Nia Tech for creation and addition of "Funding" button.
- 44021-101000: Travel reimbursement for Dr. Shannon's participation as an ARO representative at the opening ceremony for the National Center for Rehabilitative Auditory Research.

## II. MWM

### Revenue:

- Nothing significant to report.

### Expenses:

- Nothing significant to report.

## III. Exhibits

### Revenue:

- 37000-401007: Exhibits department secured \$250 unrestricted grant from Compumedics.

### Expenses:

- Nothing significant to report.

## IV. Journal

Expenses 40416-301000 and 40417-301000 are for Volume 7, Issues 1 and 2 JARO mailings.

V. Management Fee Per contract

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

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

	Income	Expense	Profit (Loss)
HQ-OFFICE	\$ 2,589.82	\$ 1,757.07	\$ 832.75
MIDWINTER MEETING	-	-	-
MIDWINTER MEETING 2007	250.00	4.98	245.02
SHORT COURSE SYMPOSIUM	-	-	-
JOURNAL	885.00	31,622.30	(30,737.30)
EXHIBITS	-	0.20	(0.20)
WEB SERVICES	-	-	-
MANAGEMENT FEES	-	9,633.02	(9,633.02)
Year to Date Profit (Loss)	<u>\$ 3,724.82</u>	<u>\$ 43,017.57</u>	<u>\$ (39,292.75)</u>



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 RESEARCH IN OTOLARYNGOLOGY**  
**As of July 31, 2006**

	<b>Year to Date Balance</b>
<b>ASSETS</b>	
<b>CURRENT ASSETS</b>	
Checking Account	158,129.89
Edowment Fund	1,592.09
Accounts Receivable	940.00
Receivables - Registration CC	1,596.31
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<b>TOTAL CURRENT ASSETS</b>	<b>162,258.29</b>
<b>DEFERRED ASSETS</b>	
Deferred Expense	500.00
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<b>TOTAL ASSETS</b>	<b>162,758.29</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
Membership Due Clients	(2,880.00)
<b>EQUITY</b>	
Retained Earnings-Current Year	(39,292.75)
Retained Earnings-Prior Years	204,931.04
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<b>TOTAL EQUITY</b>	<b>165,638.29</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>162,758.29</b>



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**ASSOCIATION FOR RESEARCH IN OTOLARYNGOLOGY**  
As of July 31, 2006

	Current Month	Year to Date Actual	Current Budget	Variance	Variance
REVENUE					
OPERATING-CURRENT YEAR(101000)					
30510 Dues - Member	1,735.00	1,735.00	140,800.00	(139,065.00)	(98.8%)
32503 Sales - List	400.00	400.00	1,200.00	(800.00)	(66.7%)
32506 Sales - Linkshare Commission	0.00	0.00	125.00	(125.00)	(100.0%)
33102 Donations	0.00	0.00	2,500.00	(2,500.00)	(100.0%)
39000 Interest	454.82	454.82	3,000.00	(2,545.18)	(84.8%)
<b>TOTAL - OPERATING-CURRENT YEAR</b>	<b>2,589.82</b>	<b>2,589.82</b>	<b>147,625.00</b>	<b>(145,035.18)</b>	<b>(98.2%)</b>
2007 MID WINTER MEETING(201007)					
31000 Total Registration	0.00	0.00	221,815.00	(221,815.00)	(100.0%)
32601 Abstract Fee	0.00	0.00	27,885.00	(27,885.00)	(100.0%)
32602 Abstract Book Sales	0.00	0.00	12,000.00	(12,000.00)	(100.0%)
33001 Grant - NIH	0.00	0.00	40,130.00	(40,130.00)	(100.0%)
33003 Grant - DRF Travel Awards	0.00	0.00	9,000.00	(9,000.00)	(100.0%)
33004 Grant - AAOHNS Travel Awards	0.00	0.00	5,000.00	(5,000.00)	(100.0%)
33103 Hotel Commission	0.00	0.00	17,000.00	(17,000.00)	(100.0%)
<b>TOTAL 2007 MID WINTER MEETING</b>	<b>0.00</b>	<b>0.00</b>	<b>332,830.00</b>	<b>(332,830.00)</b>	<b>(100.0%)</b>
2007 SHORT COURSE(210107)					
31000 Total Registration	0.00	0.00	6,305.00	(6,305.00)	(100.0%)
JOURNAL #1-CURRENT YEAR(301000)					
32010 Member Subscriptions	885.00	885.00	89,200.00	(88,315.00)	(99.0%)
2007MID WINTER MEETING EXHIBITS(401007)					
35000 Booth Sales	0.00	0.00	15,150.00	(15,150.00)	(100.0%)
37000 Sponsorship	250.00	250.00	5,500.00	(5,250.00)	(95.5%)
<b>TOTAL 2007 MID WINTER MEETING EXHIBITS</b>	<b>250.00</b>	<b>250.00</b>	<b>20,650.00</b>	<b>(20,400.00)</b>	<b>(98.8%)</b>
<b>TOTAL REVENUE</b>	<b>3,724.82</b>	<b>3,724.82</b>	<b>596,610.00</b>	<b>(592,885.18)</b>	<b>(99.4%)</b>

EXPENSES

OPERATING-CURRENT YEAR(101000)					
40100 Taxes	0.00	0.00	200.00	(200.00)	(100.0%)
40200 Office Supplies	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
40301 Printing Letterhead/Envelopes	0.00	0.00	500.00	(500.00)	(100.0%)
40401 Telephone/Fax	209.92	209.92	4,000.00	(3,790.08)	(94.8%)
40402 Postage/Fulfill	86.35	86.35	3,500.00	(3,413.65)	(97.5%)
40403 Printing/Copy	20.50	20.50	3,200.00	(3,179.50)	(99.4%)
40404 Web Site	900.00	900.00	3,500.00	(2,600.00)	(74.3%)
40407 Membership - all costs	0.00	0.00	3,500.00	(3,500.00)	(100.0%)
40500 Insurance	0.00	0.00	4,000.00	(4,000.00)	(100.0%)
43100 Editor's Office	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
44021 Council - T/F/L	329.04	329.04	1,800.00	(1,470.96)	(81.7%)



**ASSOCIATION FOR RESEARCH IN OTOLARYNGOLOGY**  
As of July 31, 2006

	Current Month	Year to Date Actual	Current Budget	Variance	Variance
44031 Staff - T/F/L	0.00	0.00	4,500.00	(4,500.00)	(100.0%)
44061 Historian	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	0.00	1,000.00	(1,000.00)	(100.0%)
45010 PS - Auditor	0.00	0.00	3,900.00	(3,900.00)	(100.0%)
45020 PS - Legal	0.00	0.00	1,500.00	(1,500.00)	(100.0%)
49501 Bank Charges - Regular	62.00	62.00	1,000.00	(938.00)	(93.8%)
49504 Bank Charges - CreditCard	149.26	149.26	10,000.00	(9,850.74)	(98.5%)
<b>TOTAL OPERATING-CURRENT YEAR</b>	<b>1,757.07</b>	<b>1,757.07</b>	<b>50,500.00</b>	<b>(48,742.93)</b>	<b>(96.5%)</b>
<b>2007 MID WINTER MEETING(201007)</b>					
40200 Office Supplies	0.00	0.00	700.00	(700.00)	(100.0%)
40401 Telephone/Fax	2.53	2.53	1,500.00	(1,497.47)	(99.8%)
40402 Postage/Fulfill	0.45	0.45	2,500.00	(2,499.55)	(100.0%)
40403 Printing/Copy	2.00	2.00	1,500.00	(1,498.00)	(99.9%)
40410 Program - all costs	0.00	0.00	12,000.00	(12,000.00)	(100.0%)
40411 Abstracts - MIRA	0.00	0.00	15,000.00	(15,000.00)	(100.0%)
40412 Abstracts	0.00	0.00	9,000.00	(9,000.00)	(100.0%)
40413 Abstracts - Printing	0.00	0.00	6,250.00	(6,250.00)	(100.0%)
40415 Registration - all costs	0.00	0.00	15,000.00	(15,000.00)	(100.0%)
40500 Insurance	0.00	0.00	1,300.00	(1,300.00)	(100.0%)
40700 Freight	0.00	0.00	2,000.00	(2,000.00)	(100.0%)
44021 Council - T/F/L	0.00	0.00	1,500.00	(1,500.00)	(100.0%)
44031 Staff - T/F/L	0.00	0.00	3,500.00	(3,500.00)	(100.0%)
44041 Program Committee - T/F/L	0.00	0.00	3,000.00	(3,000.00)	(100.0%)
44091 Invited Guests	0.00	0.00	700.00	(700.00)	(100.0%)
45040 PS - Advertising	0.00	0.00	1,600.00	(1,600.00)	(100.0%)
45070 PS - Signs	0.00	0.00	900.00	(900.00)	(100.0%)
45080 PS - Posters	0.00	0.00	6,500.00	(6,500.00)	(100.0%)
45090 PS - Audio Visual	0.00	0.00	35,000.00	(35,000.00)	(100.0%)
45150 PS - Temp Staff	0.00	0.00	3,500.00	(3,500.00)	(100.0%)
45990 PS - ALD/RTC	0.00	0.00	20,000.00	(20,000.00)	(100.0%)
47151 Invited Speakers Honorarium	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 - Coffee Breaks	0.00	0.00	35,000.00	(35,000.00)	(100.0%)
47230 Food - Award of Merit Reception	0.00	0.00	22,000.00	(22,000.00)	(100.0%)
47240 Food - Council Dinner	0.00	0.00	3,000.00	(3,000.00)	(100.0%)
47250 Food - Travel Award Lunch	0.00	0.00	4,000.00	(4,000.00)	(100.0%)
47260 Food - Council Lunch	0.00	0.00	2,500.00	(2,500.00)	(100.0%)
47270 Food - Congressman's Reception	0.00	0.00	1,500.00	(1,500.00)	(100.0%)
47290 Food - Committees	0.00	0.00	3,500.00	(3,500.00)	(100.0%)
47315 Gratuities	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
47401 Award of Merit Honorarium	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
47412 Travel Awards - Med Stu/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%)
<b>TOTAL 2007 MID WINTER MEETING</b>	<b>4.98</b>	<b>4.98</b>	<b>260,450.00</b>	<b>(260,445.02)</b>	<b>(100.0%)</b>

**ASSOCIATION FOR RESEARCH IN OTOLARYNGOLOGY**  
As of July 31, 2006

	Current Month	Year to Date Actual	Current Budget	Variance	Variance
<b>2007 SHORT COURSE(210107)</b>					
40403 Printing/Copy	0.00	0.00	100.00	(100.00)	(100.0%)
40410 Syllabus - all costs	0.00	0.00	1,200.00	(1,200.00)	(100.0%)
45090 PS - Audio Visual	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 - Coffee Break	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
47280 Food - Other	0.00	0.00	550.00	(550.00)	(100.0%)
<b>TOTAL 2007 SHORT COURSE</b>	<b>0.00</b>	<b>0.00</b>	<b>6,550.00</b>	<b>(6,550.00)</b>	<b>(100.0%)</b>
<b>JOURNAL #1-CURRENT YEAR(301000)</b>					
40416 Journal all costs	28,385.50	28,385.50	73,000.00	(44,614.50)	(61.1%)
40417 International Fulfillment	3,236.80	3,236.80	7,740.00	(4,503.20)	(58.2%)
43100 Editor Honorarium	0.00	0.00	10,000.00	(10,000.00)	(100.0%)
<b>TOTAL JOURNAL #1-CURRENT YEAR</b>	<b>31,622.30</b>	<b>31,622.30</b>	<b>90,740.00</b>	<b>(59,117.70)</b>	<b>(65.2%)</b>
<b>2007 MID WINTER MEETING EXHIBITS(401007)</b>					
40401 Telephone/Fax	0.00	0.00	175.00	(175.00)	(100.0%)
40402 Postage/Fulfill	0.00	0.00	300.00	(300.00)	(100.0%)
40403 Printing/Copy	0.20	0.20	400.00	(399.80)	(100.0%)
40409 Prospectus - all costs	0.00	0.00	1,500.00	(1,500.00)	(100.0%)
44031 Staff -T/F/L	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
45100 PS - Decorator	0.00	0.00	1,500.00	(1,500.00)	(100.0%)
45130 PS - Security	0.00	0.00	2,000.00	(2,000.00)	(100.0%)
<b>TOTAL 2007 MID WINTER MEETING EXHIBITS</b>	<b>0.20</b>	<b>0.20</b>	<b>6,875.00</b>	<b>(6,874.80)</b>	<b>(100.0%)</b>
<b>MANAGEMENT SERVICES(999000)</b>					
49000 Talley Management Costs	9,633.02	9,633.02	130,000.00	(120,366.98)	(92.6%)
<b>TOTAL EXPENSES</b>	<b>43,017.57</b>	<b>43,017.57</b>	<b>545,115.00</b>	<b>(502,097.43)</b>	<b>(92.1%)</b>
<b>NET PROFIT/(LOSS)</b>	<b>(39,292.75)</b>	<b>(39,292.75)</b>	<b>51,495.00</b>	<b>(90,787.75)</b>	<b>(176.3%)</b>

# Accounts Payable

## Vendor Payment Activity-Summary

Tran No	Batch	Tran Date	Vend		Tran Amt HC
0000003231	APSC-0000075	7/3/2006	LIVE	Livewire, LLC	840.00
0000003232	APSC-0000075	7/3/2006	ROBPIA	Roberto Piazza	60.00
0000003233	APSC-0000075	7/3/2006	SHANNB	Bob Shannon	329.04
0000003234	APSC-0000075	7/3/2006	SPRVER	Springer	17,654.84
0000003235	APSC-0000075	7/3/2006	TALMAN	Talley Management Group, Inc.	9,966.97
0000003236	APSC-0000076	7/11/2006	SPRVER	Springer	13,967.46
<b>Report Total:</b>					<u>42,818.31</u>