



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 November 2006 Activity and Financial Report

Date: January 8, 2007

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

- Processed 42 membership renewals and 69 new applications; compared to 47 renewals and 62 new applications last year.
- Requested agenda items from Council for the February 10 and 14 meetings.
- Requested committee reports for the Council meeting.
- Provided Council meeting information and the ARO Policy Manual to newly elected Council members.
- Sent notification of committee meetings to committee chairs and members; requested RSVP for food & beverage purposes.
- Confirmed business meeting speakers.
- Provided a draft business meeting agenda to the President for review.
- Began preparation of Council and Business Meeting reports.
- Developed MWM intersession slides for Editor's review.
- Updated the ARO website with various announcements and meeting information; including adding the program book to the MWM page.
- Continued processing meeting registrations.

I. Operating

Revenue:

- 30510-101000: Membership renewals / new member revenue received.
- 33102-101000: Contributions received from members. For current contributor list, please visit: <http://www.aro.org/contributions.htm>

Expenses:

- 44021-101000: Payment to Fairmont for the remaining balance of September 17 Council meeting expenses.

II. MWM

Revenue:

- 31000-201007: Meeting registration revenue received.
- 32602-201007: Revenue from 2007 MWM abstract book sales.

Expenses:

- 44041-201007: Reimbursement of program planning meeting participants' travel expenses.

III. Short Course

Revenue:

- 31000-210107: Short course registration revenue received.

Expenses

- Nothing significant to report

IV. Journal

Revenue

- Nothing significant to report

Expenses:

- Nothing significant to report

V. Exhibits

Revenue:

- 35000-401007: Exhibit booth sales for the 2007 MWM. For current exhibitor list, please visit: <http://www.aro.org/mwm/exhibitors.html>
- 37000-401007: Coffee break sponsorship from the American Tinnitus Association secured by the ARO Exhibits Department.

Expenses:

- Nothing significant to report

VI. Management Fee

Per contract

VII. 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 NOVEMBER 30, 2006**

	Income	Expense	Profit (Loss)
HQ-OFFICE	\$ 25,435.15	\$ 9,826.57	\$ 15,608.58
MIDWINTER MEETING	-	(20.00)	20.00
MIDWINTER MEETING 2007	48,520.00	6,247.02	42,272.98
SHORT COURSE SYMPOSIUM	1,300.00	-	1,300.00
JOURNAL	9,862.00	47,997.01	(38,135.01)
EXHIBITS	14,150.00	1,587.03	12,562.97
WEB SERVICES	-	-	-
MANAGEMENT FEES	-	57,728.15	(57,728.15)
Year to Date Profit (Loss)	<u>\$ 99,267.15</u>	<u>\$ 123,365.78</u>	<u>\$ (24,098.63)</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
For the Five Months Ending November 30, 2006

	Year to Date Balance
ASSETS	
CURRENT ASSETS	
Checking Account	151,003.62
Edowment Fund	1,596.10
Accounts Receivable	982.00
Receivables - Registration CC	23,394.99

TOTAL CURRENT ASSETS	176,976.71
 DEFERRED ASSETS	
Deferred Expense	500.00

TOTAL ASSETS	177,476.71
 LIABILITIES & EQUITY	
LIABILITIES	
Membership Due Clients	(2,230.00)
 EQUITY	
Retained Earnings-Current Year	(24,098.63)
Retained Earnings-Prior Years	204,931.04

TOTAL EQUITY	180,832.41
 TOTAL LIABILITIES & EQUITY	 178,602.41



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ASSOCIATION FOR RESEARCH IN OTOLARYNGOLOGY
For the Five Months Ending November 30, 2006

	Current Month	Year to Date Actual	Current Budget	Variance	Variance
REVENUE					
OPERATING-CURRENT YEAR(101000)					
30510 Dues - Member	6,138.00	22,090.00	140,800.00	(118,710.00)	(84.3%)
32503 Sales - List	0.00	800.00	1,200.00	(400.00)	(33.3%)
32506 Sales - Linkshare Commission	0.00	0.00	125.00	(125.00)	(100.0%)
33102 Donations	500.00	745.00	2,500.00	(1,755.00)	(70.2%)
39000 Interest	326.11	1,800.15	3,000.00	(1,199.85)	(40.0%)
TOTAL - OPERATING-CURRENT YEAR	6,964.11	25,435.15	147,625.00	(122,189.85)	(82.8%)
2007 MID WINTER MEETING(201007)					
31000 Total Registration	22,650.00	36,040.00	221,815.00	(185,775.00)	(83.8%)
32601 Abstract Fee	30.00	30.00	27,885.00	(27,855.00)	(99.9%)
32602 Abstract Book Sales	1,475.00	2,200.00	12,000.00	(9,800.00)	(81.7%)
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%)
33006 Grant - Compumedics	0.00	250.00	0.00	250.00	0.0%
33009 Grant - Advanced Bionics	0.00	10,000.00	0.00	10,000.00	0.0%
33103 Hotel Commission	0.00	0.00	17,000.00	(17,000.00)	(100.0%)
TOTAL 2007 MID WINTER MEETING	24,155.00	48,520.00	332,830.00	(284,310.00)	(85.4%)
2007 SHORT COURSE(210107)					
31000 Total Registration	900.00	1,300.00	6,305.00	(5,005.00)	(79.4%)
JOURNAL #1-CURRENT YEAR(301000)					
32010 Member Subscriptions	2,412.00	9,700.00	89,200.00	(79,500.00)	(89.1%)
32100 Royalty	0.00	162.00	0.00	162.00	0.0%
TOTAL JOURNAL #1	2,412.00	9,862.00	89,200.00	(79,338.00)	(88.9%)
2007MID WINTER MEETING EXHIBITS(401007)					
35000 Booth Sales	1,400.00	10,650.00	15,150.00	(4,500.00)	(29.7%)
37000 Sponsorship	3,000.00	3,500.00	5,500.00	(2,000.00)	(36.4%)
TOTAL 2007 MID WINTER MEETING EXHIBITS	4,400.00	14,150.00	20,650.00	(6,500.00)	(31.5%)
TOTAL REVENUE	38,831.11	99,267.15	596,610.00	(497,342.85)	(83.4%)

99,267.15

EXPENSES

OPERATING-CURRENT YEAR(101000)

40100 Taxes	0.00	0.00	200.00	(200.00)	(100.0%)
40200 Office Supplies	117.79	117.79	1,000.00	(882.21)	(88.2%)
40301 Printing Letterhead/Envelopes	0.00	0.00	500.00	(500.00)	(100.0%)
40401 Telephone/Fax	206.85	1,542.71	4,000.00	(2,457.29)	(61.4%)
40402 Postage/Fulfill	26.15	256.69	3,500.00	(3,243.31)	(92.7%)
40403 Printing/Copy	3.20	129.50	3,200.00	(3,070.50)	(96.0%)



ASSOCIATION FOR RESEARCH IN OTOLARYNGOLOGY
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40404 Web Site	0.00	990.00	3,500.00	(2,510.00)	(71.7%)
40407 Membership - all costs	0.00	0.00	3,500.00	(3,500.00)	(100.0%)
40500 Insurance	0.00	4,162.60	4,000.00	162.60	4.1%
43100 Editor's Office	0.00	0.00	1,000.00	(1,000.00)	(100.0%)
44021 Council - T/F/L	666.74	1,687.96	1,800.00	(112.04)	(6.2%)
44031 Staff - T/F/L	0.00	1,163.86	4,500.00	(3,336.14)	(74.1%)
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	770.00	1,500.00	(730.00)	(48.7%)
49501 Bank Charges - Regular	35.00	234.00	1,000.00	(766.00)	(76.6%)
49504 Bank Charges - CreditCard	1,168.94	(1,228.54)	10,000.00	(11,228.54)	(112.3%)
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TOTAL OPERATING-CURRENT YEAR	2,224.67	9,826.57	50,500.00	(40,673.43)	(80.5%)
2007 MID WINTER MEETING(201007)					
40200 Office Supplies	37.19	73.03	700.00	(626.97)	(89.6%)
40401 Telephone/Fax	61.68	313.95	1,500.00	(1,186.05)	(79.1%)
40402 Postage/Fulfill	0.00	28.68	2,500.00	(2,471.32)	(98.9%)
40403 Printing/Copy	20.60	64.70	1,500.00	(1,435.30)	(95.7%)
40410 Program - all costs	0.00	0.00	12,000.00	(12,000.00)	(100.0%)
40411 Abstracts - MIRA	0.00	4,309.14	15,000.00	(10,690.86)	(71.3%)
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	1,010.91	1,347.51	3,000.00	(1,652.49)	(55.1%)
44091 Invited Guests	0.00	0.00	700.00	(700.00)	(100.0%)
45040 PS - Advertising	0.00	110.01	1,600.00	(1,489.99)	(93.1%)
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%)
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TOTAL 2007 MID WINTER MEETING	1,130.38	6,247.02	260,450.00	(254,202.98)	(97.6%)

2006 MID WINTER MEETING(201006)

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47414 Travel Award-Graduate/PostDoc	0.00	(20.00)	0.00	(20.00)	0.0%
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TOTAL 2006 MID WINTER MEETING	0.00	(20.00)	0.00	(20.00)	0.0%
2007 SHORT COURSE(210107)					
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%)
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TOTAL 2007 SHORT COURSE	0.00	0.00	6,550.00	(6,550.00)	(100.0%)
JOURNAL #1-CURRENT YEAR(301000)					
40416 Journal all costs	0.00	43,111.75	73,000.00	(29,888.25)	(40.9%)
40417 International Fulfillment	0.00	4,885.26	7,740.00	(2,854.74)	(36.9%)
43100 Editor Honorarium	0.00	0.00	10,000.00	(10,000.00)	(100.0%)
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TOTAL JOURNAL #1-CURRENT YEAR	0.00	47,997.01	90,740.00	(42,742.99)	(47.1%)
2007 MID WINTER MEETING EXHIBITS(401007)					
40401 Telephone/Fax	1.11	49.09	175.00	(125.91)	(71.9%)
40402 Postage/Fulfill	1.79	10.45	300.00	(289.55)	(96.5%)
40403 Printing/Copy	8.90	32.10	400.00	(367.90)	(92.0%)
40409 Prospectus - all costs	0.00	1,495.39	1,500.00	(4.61)	(0.3%)
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%)
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TOTAL 2007 MID WINTER MEETING EXHIBITS	11.80	1,587.03	6,875.00	(5,287.97)	(76.9%)
MANAGEMENT SERVICES(999000)					
49000 Talley Management Costs	11,545.63	57,728.15	130,000.00	(72,271.85)	(55.6%)
TOTAL EXPENSES	14,912.48	123,365.78	545,115.00	(421,749.22)	(77.4%)
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NET PROFIT/(LOSS)	23,918.63	(24,098.63)	51,495.00	(75,593.63)	(146.8%)
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Accounts Payable

Vendor Payment Activity-Detail

Tran No	Batch	Tran Date	Vend		Tran Amt HC
0000003259	APSC-0000089	11/6/2006	BELLIA	Bellia Business Products	117.79
	Invoice	Apply Date	Applied Amount	Discount Taken	
	004644-IN	10/16/2006	117.79	0.00	
0000003260	APSC-0000089	11/6/2006	SHANNB	Bob Shannon	421.59
	Invoice	Apply Date	Applied Amount	Discount Taken	
	Planning Mtg-IN	10/30/2006	421.59	0.00	
0000003261	APSC-0000089	11/6/2006	TALMAN	Talley Management Group, Inc.	11,545.63
	Invoice	Apply Date	Applied Amount	Discount Taken	
	12458-IN	10/27/2006	11,545.63	0.00	
0000003262	APSC-0000091	11/13/2006	BELLIA	Bellia Business Products	37.19
	Invoice	Apply Date	Applied Amount	Discount Taken	
	004715-IN	10/31/2006	37.19	0.00	
0000003263	APSC-0000092	11/20/2006	MIDDLJ	John Middlebrooks	589.32
	Invoice	Apply Date	Applied Amount	Discount Taken	
	Comm.Mtg.-IN	11/15/2006	589.32	0.00	
0000003264	APSC-0000092	11/20/2006	TALMAN	Talley Management Group, Inc.	330.28
	Invoice	Apply Date	Applied Amount	Discount Taken	

Run Date: 12/21/2006 12:05:53 PM

Business Date: 12/21/2006

Accounts Payable

Vendor Payment Activity-Detail

Tran No	Batch	Tran Date	Vend		Tran Amt HC
	12487-IN	11/14/2006		330.28	0.00
Report Total:					13,041.80

Run Date: 12/21/2006 12:05:53 PM

Business Date: 12/21/2006