

**MEMBERSHIP SECRETARY EXPENSES, 2002**

<b>Month</b>	<b>Item/Activity</b>	<b>Chapter Funds</b>	<b>Institutional Funds</b>	<b>Running Total</b>
Jan-03	Photocopies (484 @ .05)		\$24.20	\$24.20
Jan-03	Postage for mailings to Treasurer	\$8.03		\$32.23
Feb-03	Postage for mailings to database manager	\$6.05		\$38.28
Mar-03	Photocopies (189 @ .05)		\$9.45	\$47.73
Mar-03	Postage for mailings to Treasurer	\$6.30		\$54.03
Mar-03	Postage for mailings to database manager	\$5.75		\$59.78
Mar-03	Photocopies memb apps (250@ .08 +tax)	\$21.20		\$80.98
Mar-03	Photocopies,stapling,tax (175 @ .08)	\$15.58		\$96.56
Mar-03	Attendance at Spring Board Meeting		\$313.85	\$410.41
Apr-03	Photocopies (72 @ .05)		\$3.60	\$414.01
Apr-03	Postage for mailings to Treasurer	\$5.74		\$419.75
Apr-03	Postage for mailings to database manager	\$5.74		\$425.49
Apr-03	Photocopies 2nd renewals (105 @ .05)		\$5.25	\$430.74
Apr-03	Postage for mailing second renewals (105@ .37)		\$38.85	\$469.59
Jun-03	Postage for mailings to Treasurer	\$5.74		\$475.33
Jun-03	Postage for mailings to database manager	\$5.74		\$481.07
Aug-03	Photocopies (54 @ .05)		\$2.70	\$483.77
Aug-03	Postage for mailings to Treasurer	\$1.29		\$485.06
Aug-03	Postage for mailings to database manager	\$1.29		\$486.35
Dec-03	Envelopes w/logo	\$398.20		\$884.55
Dec-03	Database maintenance services	\$438.17		\$1,322.72
	<b>Totals</b>	<b>\$924.82</b>	<b>\$397.90</b>	<b>\$1,322.72</b>
		69.9%	30.1%	100.0%