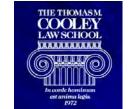
MEMORANDUM



TO: Business Law Section Council

FROM: James L. Carey

Section Treasurer

RE: Treasurer's Report for the March 2013 Council Meeting

DATE: March 2, 2013

Income/Expenses for October, November, December, & January

Attached is a two-page spreadsheet showing our current chart of accounts with our fiscal year 2013 budget, the results of the Section's operations for the four months ended Jan 31, 2013, and the results of operations for each of the four months individually. Please note that several amounts are in *italics*. For this report, this signifies that a correction to the amount that has been made from previously reported amounts.

For instance, the Fund Balance as of Sep 30, 2012 was originally reported to the Council as \$124,939.97, but has since been corrected by the State Bar to \$124,799.97. Also, Expense Account 1528 (Telephone - Administration) showed expenses of \$60.35 in Nov and \$7.05 in Dec, but is reported for the four months ended January 31, 2013 as \$53.60. There were two journal entries made applying credits to this account. In both these cases, the changes are made by the State Bar without providing us the explanations for the changes. I am confident that good reasons exist for these changes and that, if asked about each (and others that pop up upon review of the monthly reports), the State Bar would provide the information. But there is no way short of a line-by-line comparison done month-to-month to even recognize that corrections have been made.

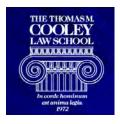
I will follow-up with the State Bar regarding how we can better capture and report the various corrections that are undoubtedly made during the course of every fiscal year so that the reports tie together more coherently. As the amounts are currently small, I do not see this as a cause for alarm. But we should continue to work toward a more transparent and easily understood system.

I have also included two items prepared by the State Bar of Michigan for the Business Law Section: (a) the income statement for the four months ended January 31, 2013; and (b) the Detailed Trail Balance from the General Ledger documenting paid Business Law Section expenses from October 1, 2013 through January 31, 2013. These are the two reports the Chair and the Treasurer receive from the State Bar after the end of each month. If anyone would like to see any of the other monthly reports that were prepared by the State Bar for our section, please send me an email (careyj@cooley.edu) and I will be happy to forward them to you.

Revenues - Dues

Dues are our largest source of income for the year and we had a \$5 per member dues increase effective with the start of the 2013 fiscal year. We budgeted at total of \$114,150 for dues revenues (\$113,750 + \$400). As of January 31, 2013, we have received a total of \$112,445 (\$111,790 + \$655). At this point last year, we had received 98.528% of our dues revenue. If that

percentage is the same for this fiscal year, we can expect to receive a total of \$114,125 in dues revenue which will be \$25 below our budgeted amount.



Revenues - General

Overall, our revenues are where we expected them to be at this point in the year, which is to say simply that we are on target with our budgeted revenues. No non-budgeted revenues have been received to date. The only major planned revenue category that remains for the fiscal year is the Business Law Institute Sponsorships. The budget for that is \$14,000 in revenues, but it is likely too early to know how accurate that figure will turn out to be.

To date we have received 87.306% of our budgeted revenues for FY2013.

Expenses - General

All budgeted expenses are well within their budgeted amounts and no non-budgeted expenses have been incurred to date.

Last year at this point, we had booked 23.927% of our expenses for the year. If that percentage is the same for this fiscal year (tougher to predict than with the revenues because it is less than a quarter of the whole), then we can expect our total expenses for the year to be about \$151,967 -- about \$14,738 under budget. The figures work out to be about the same for an analysis based upon expenses booked to expenses budgeted over each year as well. So we appear to be on track to eliminate about \$15,000 of our budgeted \$36,000 deficit for the year, although it is important to keep in mind that large expense items still await us that could disrupt this very basic analysis.

At this point, we have spent 18.326% of our budgeted expenses for FY2013.

Chart of Accounts

At our last council meeting, I proposed that we consider requesting the State Bar make changes to our chart of accounts so that it might better reflect, and thereby better report, our activities.

Attached to this report is the March 2, 2013 draft of a Proposed Chart of Accounts showing the current accounts and proposed new accounts. I would like to use this draft for council members to consider and provide input to me over the next two months. Then I would like to open discussions with the Treasurer of the State Bar so that the new chart of accounts can be implemented for Fiscal Year 2014 beginning October 1, 2013.

Conclusion

I look forward to your questions and comments regarding these matters. Thank you for your work on behalf of the Business Law Section. I look forward to continuing to work with you as we build up the practice of law in Michigan.

JLC

Business Law Section of the State Bar of Michigan Results vs. Budget For the Months Ended Oct, Nov, Dec & Jan

Biz Law Section Fund Balances

1-5-00-325-0001	Fund Balance Sep 30, 2012	124,799.97
	Fund Balance Jan 31, 2013	208,314.67

Revenue

			For the 4				
			Months Ended	Oct 2012	Nov 2012	Dec 2012	Jan 2013
Account Number	Account Name	FY2013 Budget	Jan 31 2013	Results	Results	Results	Results
1-7-99-325-1006	Sponsorships BLI	14,000.00	-	-	-	-	-
1-7-99-325-1050	Business Law Section Dues	113,750.00	111,790.00	64,925.00	39,585.00	4,690.00	2,590.00
1-7-99-325-1055	Business Law Student/Affil Dues	400.00	655.00	305.00	280.00	-	70.00
1-7-99-325-1125	Small Business Forum/Seminars	2,000.00	1,500.00	1,025.00	150.00	130.00	195.00
1-7-99-325-1135	Business Law Institute	-	-	-	-	-	-
1-7-99-325-1140	Business Boot Camp Revenue	-	-	-	-	-	-
1-7-99-325-1240	Committee Revenue	-	-	-	-	-	-
1-7-99-325-1330	Subscription to Newsletter	-	120.00	-	90.00	-	30.00
1-7-99-325-1935	Miscellaneous Income	500.00	-	-	-	-	-
	TOTAL REVENUE	130,650.00	114,065.00	66,255.00	40,105.00	4,820.00	2,885.00

Expense

			For the 4 Months Ended	Oct 2012	Nov 2012	Dec 2012	Jan 2013
Account Number	Account Name	FY2013 Budget	Jan 31 2013	Results	Results	Results	Results
1-9-99-325-1111	Administrative Services	14,000.00	-	-	-	-	-
1-9-99-325-1139	Contractual Services and Marketing	5,000.00	140.00	-	-	140.00	-
1-9-99-325-1145	ListServ	850.00	195.00	65.00	65.00	-	65.00
1-9-99-325-1202	Contrib. to ICLE Programs	-	-	-	-	-	-
1-9-99-325-1276	Meetings - Section	1,250.00	120.04	-	-	108.76	11.28
1-9-99-325-1278	Committee Expenses	25,505.00	3,030.22	988.58	154.00	907.64	980.00
1-9-99-325-1280	Business Boot Camp Expense	-	-	-	-	-	-
1-9-99-325-1283	Small Business Forum/Seminars	5,500.00	1,030.17	185.00	650.17	195.00	-
1-9-99-325-1284	Business Law Institute	26,700.00	-	-	-	-	-
1-9-99-325-1297	Annual Meeting - Schulman Award	10,000.00	1,311.00	1,025.00	286.00	-	-
1-9-99-325-1346	Access to Justice and Charities	5,000.00	-	-	-	-	-
1-9-99-325-1347	Section Facebook	3,500.00	790.00	-	200.00	590.00	-
1-9-99-325-1458	Speakers & Entertainment - BLI	-	-	-	-	-	-
1-9-99-325-1493	Travel	1,200.00	-	-	-	-	-
1-9-99-325-1528	Telephone - Administration	900.00	53.60	-	60.35	7.05	-
1-9-99-325-1689	Section Development	10,500.00	1,165.52	250.00	-	350.00	565.52
1-9-99-325-1833	Newsletter	500.00	280.00	-	140.00	-	140.00
1-9-99-325-1854	Edit/Pub Business Law Journal	55,000.00	22,378.22	-	13,932.00	-	8,446.22
1-9-99-325-1868	Postage	100.00	16.63	13.33	1.62	0.81	0.87
1-9-99-325-1987	Miscellaneous - Supplies, Etc.	1,200.00	39.90	39.90	-	-	-
	TOTAL EXPENSES	166,705.00	30,550.30	2,566.81	15,489.14	2,299.26	10,208.89
	Income / (Loss)	(36,055.00)	83,514.70	63,688.19	24,615.86	2,520.74	(7,323.89)

NOTE: Figures in italics represent slight corrections from figures otherwise reported.

State Bar of Michigan Business Law Section For the Four Months Ending January 31, 2013

	Current Activity January 2013	Year To Date January 2013	Year to Date January 2012
Revenue:			
1-7-99-325-1050 Business Law Section Dues	2,590.00	111,790.00	96,050.00
1-7-99-325-1055 Business Law Student/Affil Dues	70.00	655.00	340.00
1-7-99-325-1125 Small Business Forum/Seminars	195.00	1,500.00	1,025.00
1-7-99-325-1140 Business Boot Camp Revenue			26,340.00
1-7-99-325-1240 Committee Revenue			500.00
1-7-99-325-1330 Subscription to Newsletter	30.00	120.00	92.00
Total Revenue	2,885.00	114,065.00	124,347.00
Expenses: 1-9-99-325-1111 Administrative Services			3,302.00
1-9-99-325-1139 Contractual Services and Marketing		140.00	5,55=155
1-9-99-325-1145 ListServ	65.00	195.00	235.00
1-9-99-325-1276 Meetings - Section	11.28	120.04	111.57
1-9-99-325-1278 Committee Expenses/Debtor Credito	980.00	3,030.22	583.22
1-9-99-325-1280 Business Boot Camp Expense			9,605.05
1-9-99-325-1283 Small Business Forum/Seminars		1,030.17	273.35
1-9-99-325-1297 Annual Meeting - Schulman Award C		1,311.00	
1-9-99-325-1347 Section Facebook		790.00	537.50
1-9-99-325-1493 Travel			134.31
1-9-99-325-1528 Telephone - Adminisration		53.60	198.61
1-9-99-325-1689 Section Development	565.52	1,165.52	
1-9-99-325-1833 Newsletter	140.00	280.00	420.00
1-9-99-325-1854 Edit/Pub Business Law Journal	8,446.22	22,378.22	20,938.76
1-9-99-325-1868 Postage	0.87	16.63	21.70
1-9-99-325-1987 Miscellaneous - Supplies, Pres Gift,		39.90	
Total Expenses	10,208.89	30,550.30	36,361.07
Net Income	(7,323.89)	83,514.70	87,985.93
Beginning Fund Balance: 1-5-00-325-0001 Fund Bal-Business Law Section		124,799.97	133,508.76
		·	-
Total Beginning Fund Balance		124,799.97	133,508.76
Ending Fund Balance	(7,323.89)	208,314.67	221,494.69

2/12/2013 User Date: 2/12/2013

From:

10/1/2012

-325-

System:

Ranges:

Date:

Account:

11/30/2012

11/30/2012

92,023 Reclass JE 91,161 AT Conf Exp

92,024 Reverse JE 91,245 & 92023

9:41:48 AM **DETAILED TRIAL BALANCE FOR 2013**

To:

1/31/2013

-325

State Bar of Michigan

General Ledger

Subtotal By:

Sorted By:

No Subtotals

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Page: User ID:

Include: Posting

bhunter

\$13.80

\$27.60

1-9-99-325-1139 Description: Contractual Services and Marketing **Beginning Balance:** \$0.00 Account: Trx Date Jrnl No. Description Document # Vendor Debit Credit 12/20/2012 92,061 Oct 12 OCT 12 Scott, Michael A. \$140.00 **Net Change Ending Balance** Totals: \$140.00 \$140.00 \$0.00 Account: 1-9-99-325-1139 \$140.00 Account: 1-9-99-325-1145 **Description:** ListServ **Beginning Balance:** \$0.00 Trx Date Jrnl No. Description Document # Vendo Debit Credit 10/19/2012 90,494 Sept 12 SBM Purchasing 5602 SEPT12SBMPURCH5602 Chase Manhattan Bank US/Chase \$65.00 11/16/2012 91,161 Oct 12 SBM Purchasing 5602 OCT12 SBM PURCH 5602 Chase Manhattan Bank US/Chase \$65.00 1/18/2013 92,653 Dec 12 SBM Purchasing 5602 DEC 12 SBMPURCH 5602 Chase Manhattan Bank US/Chase \$65.00 **Net Change Ending Balance** Account: 1-9-99-325-1145 Totals: \$195.00 \$195.00 \$195.00 \$0.00 1-9-99-325-1276 \$0.00 Account: Description: Meetings - Section **Beginning Balance:** Trx Date Debit Credit Jrnl No. Description Document # Vendor 12/14/2012 91,957 12-01-12 BLS Mtg 12-01-12 BLS MTG Carey, James \$108.76 1/11/2013 92,455 Dec 12 BLS conf calls 482689-1212 AT Conference Inc \$11.28 **Net Change Ending Balance** Account: 1-9-99-325-1276 Totals: \$120.04 \$120.04 \$0.00 \$120.04 Account: 1-9-99-325-1278 Description: Committee Expenses/Debtor Creditor Seminar **Beginning Balance:** \$0.00 Trx Date Jrnl No. Description Document # Vendor Debit Credit 91,301 10/12 & 11/12 BJ Display Ad 10/1/2012 \$760.00 10-17-12 TRAVEL \$109.76 10/26/2012 90,605 10-17-12 Travel Klimko, Justin G. Honigman Miller Schwartz and Co 10/26/2012 90,615 10-17-12 BLS Mtg 10-17-12 BLS MTG \$118.82 11/15/2012 91,089 Sept 12 SEPT 12 Scott, Michael A. \$154.00 12/13/2012 91,849 Nov 12 NOV 12 Scott, Michael A. \$210.00 12/14/2012 91,956 10-17-12 & 12-05-12 Travel 10-17-12 & 12-05-12 Carey, James \$137.64 12/20/2012 92,061 Oct 12 OCT 12 Scott, Michael A. \$560.00 DEC 12 Scott, Michael A. 1/17/2013 92.580 Dec 12 \$980.00 **Net Change Ending Balance** Totals: \$3,030.22 \$0.00 Account: 1-9-99-325-1278 \$3,030.22 \$3,030.22 1-9-99-325-1283 **Description:** Small Business Forum/Seminars **Beginning Balance:** \$0.00 Account: Trx Date Document # Debit Credit Jrnl No. Description Vendor 10/25/2012 90,569 10-24-12 Speaker Recognition 10-24-12 SPEAKER REC Shoop,Terri \$100.00 10/25/2012 91,039 SBM Staff Asst/SBF \$85.00 90,742 Sept/Oct 12 Phone/10-26-12Tray SEPT/OCT PHONE/TRAVE \$18.87 11/1/2012 Shoop, Terri 11/2/2012 90,842 10-25-12 BLS Event 10-25-12 BLS EVENT Minkus, Daniel H. \$631.30 92,398 SBM Staff Asst/Event 12/11/2012 \$20.00 12/20/2012 92,061 Oct 12 OCT 12 Scott, Michael A. \$175.00 **Net Change Ending Balance** Account: 1-9-99-325-1283 Totals: \$1,030.17 \$1,030.17 \$1,030.17 \$0.00 Account: 1-9-99-325-1297 Description: Annual Meeting - Schulman Award Costs **Beginning Balance:** \$0.00 Trx Date Jrnl No. Description Document # Vendor Debit Credit 10/10/2012 90,235 Schulman Award Nov 12 BJ Ad \$1,025.00 SEPT 12 Scott, Michael A. 11/15/2012 91.089 Sept 12 \$286.00 **Net Change Ending Balance** Totals: Account: 1-9-99-325-1297 \$1,311.00 \$1,311.00 \$1,311.00 \$0.00 1-9-99-325-1347 Section Facebook \$0.00 Account: Description: Beginning Balance: Trx Date Jrnl No. Description Document # Vendor Debit Credit 11/15/2012 91,089 Sept 12 SEPT 12 Scott, Michael A. \$200.00 NOV 12 91.849 Nov 12 Scott, Michael A. 12/13/2012 \$200.00 12/20/2012 92,061 Oct 12 OCT 12 Scott, Michael A. \$390.00 Net Change **Ending Balance** Account: 1-9-99-325-1347 Totals: \$790.00 \$790.00 \$0.00 Account: 1-9-99-325-1528 Description: Telephone - Adminisration Beginning Balance: \$0.00 Trx Date Jrnl No. Description Document # Vendor Debit Credit 11/1/2012 90,742 Sept/Oct 12 Phone/10-26-12Tray SEPT/OCT PHONE/TRAVE Shoop,Terri \$46.55 91,245 Correct 9/12 JE AT Conf FY 12 11/21/2012 \$13.80

System: User Date:	2/12/2013 2/12/2013	9:41:4	IS AM	DETAILED TRIAL BAL State Bar of Mi		3	Page: 2 User ID: bhunter	
11/30/2012 11/30/2012 12/21/2012	92,025 Re	everse & Cor	rect JE 92,024 rect JE 92,024 urchasing 5602	NOV 12 SBMPURCH5602		ttan Bank US/Chas	\$7.05	\$27.60 \$27.60
Acco	ount: 1-9-99-3	25-1528		Totals:	Net Change \$53.60	Ending Balance \$53.60	\$108.80	\$55,20
Account:	1-9-99-325-1		Description:	Section Development		Beginning		\$0.00
Trx Date	Jrni No. D	escription	·	Document #	Vendor	0 0	Debit	Credit
10/25/2012 12/13/2012 1/4/2013	91,849 No	•	cember Event Event	DEPOSIT FOR DEC EVE NOV 12 12-11-12 BLS EVENT	N Shoop,Terri Scott,Michael Carey,James	A. Ending Balance	\$250.00 \$350.00 \$565.52	
Acco	ount: 1-9-99-3	25-1689		Totals:	\$1,165.52	\$1,165.52	\$1,165.52	\$0.00
Account:	1-9-99-325-1	833	Description:	Newsletter		Beginning	Balance:	\$0.00
Trx Date	Jrni No. D	escription		Document #	Vendor		Debit	Credit
11/30/2012 1/31/2013	,	/12 Newslett 13 E Newsle					\$140.00 \$140.00	
					Net Change	Ending Balance		
Acco	ount: 1-9-99-3	25-1833		Totals:	\$280.00	\$280.00	\$280.00	\$0.00
Account:	1-9-99-325-1	854	Description:	Edit/Pub Business Law Journ	nal	Beginning	Balance:	\$0.00
Trx Date	Jrni No. D	escription		Document #	Vendor		Debit	Credit
11/1/2012 1/11/2013	90,729 20 92,459 BL		st 1/2 - BLS Jour	670639 225055	ICLE F.P. Horak		\$13,932.00 \$8,446.22	
					Net Change	Ending Balance		
Acco	ount: 1-9-99-3	25-1854		Totals:	\$22,378.22	\$22,378.22	\$22,378.22	\$0.00
Account:	1-9-99-325-1	868	Description:	Postage		Beginning	Balance:	\$0.00
Trx Date	Jrni No. D	escription		Document #	Vendor		Debit	Credit
10/31/2012 10/31/2012 10/31/2012	91,777 Ba 91,778 Re	ck Out Journ c 10/12 Met					\$12.12 \$14.95	\$12.12
10/31/2012 10/31/2012 11/30/2012	91,780 Co 91,781 11	rrect 10/12 I	Postage - Meter Meter Expense				\$13.33 \$1.62	\$14.95

Net Change

Net Change

Net Change

\$30,550.30

\$39.90

\$16.63

Vendor

Shoop,Terri

Totals:

Document #

Totals:

\$0.00

Beginning Balance

10-10-12 POSTAGE

Miscellaneous - Supplies, Pres Gift, Etc.

Ending Balance

Ending Balance

Ending Balance

\$30,550.30

\$16.63

\$39.90

Beginning Balance:

\$0.81

\$0.87

\$43.70

Debit

\$39.90

\$39.90

<u>Debit</u>

\$30,632.57

\$27.07

\$0.00

Credit

\$0.00

Credit

\$82.27

92,390 Rec 12/12 Meter Postage Exp

Description:

<u>Accounts</u>

13

92,883 1/13 Meter Postage Expense

Account: 1-9-99-325-1868

Account: 1-9-99-325-1987

Grand Totals:

1-9-99-325-1987

Jrnl No. Description

90,421 10-10-12 Postage

12/31/2012

1/31/2013

Account:

Trx Date

10/18/2012

Business Law Section of the State Bar of Michigan Proposed Chart of Accounts

Fund Balance Account

1-5-00-325-0001	Fund Balance
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Revenue Accounts

Current Number	Current Name	New Number	New Name
1-7-99-325-1006	Sponsorships BLI	Stop Using	Stop Using
1-7-99-325-1050	Business Law Section Dues	Same	Member Dues
1-7-99-325-1055	Business Law Student/Affil Dues	Same	Affiliate Member Dues
1-7-99-325-1125	Small Business Forum/Seminars	Same	General Interest Seminars
		1-7-99-325-1130	Continuing Legal Education
1-7-99-325-1135	Business Law Institute	Same	Same
1-7-99-325-1140	Business Boot Camp Revenue	Same	Business Boot Camp
1-7-99-325-1240	Committee Revenue	Stop Using	Stop Using
1-7-99-325-1330	Subscription to Newsletter	Same	Same
		1-7-99-325-1400	Cmt - Commercial Litigation
		1-7-99-325-1401	Cmt - Corporate Laws
		1-7-99-325-1402	Cmt - Debtor/Creditor Rights
		1-7-99-325-1403	Cmt - Financial Institutions
		1-7-99-325-1404	Cmt - In-House Counsel
		1-7-99-325-1405	Cmt - Law Schools
		1-7-99-325-1406	Cmt - Nonprofit Corporations
		1-7-99-325-1407	Cmt - Regulation of Securities
		1-7-99-325-1408	Cmt - Uniform Commercial Code
		1-7-99-325-1409	Cmt - Unincorporated Enterprises
		1-7-99-325-1410	Cmt - Ad Hoc Committees
		1-7-99-325-1499	Cmt - General
1-7-99-325-1935	Miscellaneous Income	Stop Using	Stop Using
		1-7-99-325-9999	Miscellaneous

Business Law Section of the State Bar of Michigan Proposed Chart of Accounts

Expense Accounts

Current Number	Current Name	New Number	New Name
1-9-99-325-1111	Administrative Services	Same	Administrative
1-9-99-325-1139	Contractual Services and Marketing	Same	Lobbying
1-9-99-325-1145	ListServ	Same	Same
1-9-99-325-1202	Contrib. to ICLE Programs	Stop Using	Stop Using
1-9-99-325-1276	Meetings - Section	Same	Same
1-9-99-325-1278	Committee Expenses	Stop Using	Stop Using
1-9-99-325-1280	Business Boot Camp Expense	Same	Same
1-9-99-325-1283	Small Business Forum/Seminars	Same	General Interest Seminars
1-9-99-325-1284	Business Law Institute	Same	Same
		1-9-99-325-1285	Continuing Legal Education
1-9-99-325-1297	Annual Meeting - Schulman Award Costs	Same	Annual Meeting
1-9-99-325-1346	Access to Justice and Charities	Same	Same
1-9-99-325-1347	Section Facebook	Stop Using	Stop Using
		1-9-99-325-1400	Cmt - Commercial Litigation
		1-9-99-325-1401	Cmt - Corporate Laws
		1-9-99-325-1402	Cmt - Debtor/Creditor Rights
		1-9-99-325-1403	Cmt - Financial Institutions
		1-9-99-325-1404	Cmt - In-House Counsel
		1-9-99-325-1405	Cmt - Law Schools
		1-9-99-325-1406	Cmt - Nonprofit Corporations
		1-9-99-325-1407	Cmt - Regulation of Securities
		1-9-99-325-1408	Cmt - Uniform Commercial Code
		1-9-99-325-1409	Cmt - Unincorporated Enterprises
		1-9-99-325-1410	Cmt - Ad Hoc Committees
1-9-99-325-1458	Speakers & Entertainment - BLI	Stop Using	Stop Using
1-9-99-325-1493	Travel	Stop Using	Stop Using
		1-9-99-325-1499	Cmt - General
1-9-99-325-1528	Telephone - Administration	Stop Using	Stop Using
1-9-99-325-1689	Section Development	Same	Same
1-9-99-325-1833	Newsletter	Same	Same
1-9-99-325-1854	Edit/Pub Business Law Journal	Same	Business Law Journal
1-9-99-325-1868	Postage	Stop Using	Stop Using
1-9-99-325-1987	Miscellaneous - Supplies, Pres Gift, Etc.	Same	Gifts
		1-9-99-325-1988	Awards
		1-9-99-325-9999	Miscellaneous