

2009

ALA Financial Report

A MESSAGE FROM THE EXECUTIVE DIRECTOR



On behalf of the ALA Board of Directors, I am pleased to present the report of Warady & Davis LLP, the ALA's independent auditing firm, regarding the Association's 2009 financial statements and comparison with the 2008 financial statements. The financial statements are reprinted here, accompanied by the auditors' Notes, which provide clarification and explanation of the underlying accounting principles. To augment those Notes, I offer some additional comments here.

The independent audit covered the consolidated financial statements of ALA and its affiliate, the Foundation of the Association of Legal Administrators (FALA). Although FALA is an independent entity, generally accepted accounting principles call for its financial activity to be consolidated with that of ALA for reporting purposes. The consolidating schedule, including the separate activity of FALA, is included here at page 17.

ALA's unrestricted net assets as of December 31, 2009, were \$1,873,224. Unrestricted net assets represent ALA's financial reserves, including invested funds. Largely as a result of the broad world and legal-industry economic recession in 2009, ALA sustained a net operating loss of \$778,977 in 2009, resulting in a corresponding decrease in its reserves. Financial reserves are an important component of ALA's long-term financial planning, providing the Association the opportunity to generate investment income when market conditions allow, and to weather "rainy days" like the recent recession. Those reserves, when sufficient, also provide the Association the opportunity to invest in new strategic ventures, including those that generate long-term revenue.

As the 2009 result followed a decrease of \$281,332 in 2008, and because the economic downturn is continuing in 2010, ALA leadership and management is reviewing carefully its strategies and plans to ensure proper attention to effective stewardship of the Association's financial position. We are confident that ALA will be able to continue work toward strategic goals without a diminution in member services.

ALA current financial reserves are more than adequate for the Association's foreseeable needs, and our leadership and management are committed to sustaining and increasing those reserves as conditions allow, so that ALA can continue to serve as *Your connection to knowledge, resources and networking*.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry C. Smith".

Larry C. Smith

Executive Director

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE CONSOLIDATED FINANCIAL STATEMENTS

INDEPENDENT AUDITORS' REPORT

Board of Directors | Association of Legal Administrators and Affiliate | Lincolnshire, Illinois

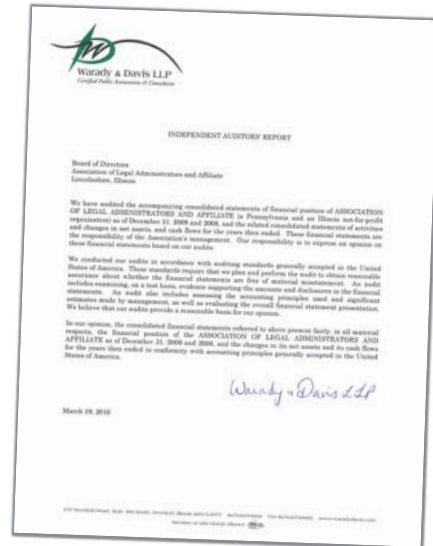
We have audited the accompanying consolidated statements of financial position of ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE (a Pennsylvania and an Illinois not-for-profit organization) as of December 31, 2009 and 2008, and the related consolidated statements of activities and changes in net assets, and cash flows for the years then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of the ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE as of December 31, 2009 and 2008, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Warady & Davis LLP

March 19, 2010



ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE		
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION		
As of December 31	2009	2008
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents		
Receivables, less Allowances for Doubtful	\$ 1,652,646	\$ 4,108,346
Accounts of \$10,000 for 2009 and 2008	121,333	196,705
Marketable Securities	1,440,605	—
Other Assets (Primarily Prepaid Expenses)	343,201	454,912
Total Current Assets	3,557,785	4,759,963
INVESTMENTS, AT MARKET	387,920	75,216
PROPERTY AND EQUIPMENT, AT COST		
Furniture	250,534	236,789
Computers and Equipment	754,357	752,037
Leasehold Improvements	34,342	29,023
Less Accumulated Depreciation and Amortization	1,038,233	1,017,849
	922,537	845,712
	116,696	172,137
OTHER ASSETS		
TOTAL ASSETS	62,321	25,852
	\$ 4,124,722	\$ 5,033,168
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	\$ 29,553	\$ 37,293
Accrued Expenses	254,367	282,820
Deferred Revenue	1,714,369	1,852,670
Total Current Liabilities	1,998,289	2,172,783
ACCRUED RENT PAYABLE		
Total Liabilities	157,336	88,575
UNRESTRICTED NET ASSETS	2,155,625	2,261,358
TOTAL LIABILITIES AND NET ASSETS	1,969,097	2,771,810
	\$ 4,124,722	\$ 5,033,168

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE CONSOLIDATED FINANCIAL STATEMENTS

NATURE OF ORGANIZATION

The accompanying consolidated financial statements include the accounts of the Association of Legal Administrators (“ALA”) and its affiliate, The Foundation of the Association of Legal Administrators (the “Foundation”), collectively the “Association.” ALA was formed in 1971 primarily to develop continuing educational programs in the area of legal administration and to promote the exchange of information regarding the administration and management issues peculiar to law firms and similar organizations. Major sources of revenues are member dues and conference revenues. The Foundation was organized in 1981 by the Association of Legal Administrators primarily to collect, earn and receive funds from public and private sources, and to distribute these funds in the form of scholarships and financial aid to individuals and programs in the field of legal administration. Substantially all of the revenues are associated with ALA.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies is presented to assist in understanding the Association’s financial statements. The financial statements and notes are representations of management who is responsible for their integrity and objectivity. These accounting policies conform to U.S. generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

BASIS OF ACCOUNTING

The Association uses the accrual method of accounting.

Dues are recognized as revenue over the membership period. The amount of membership dues collected but unearned as of the statements of financial position dates are recorded as deferred revenue. Booth deposits and conference registration revenues are recognized upon the completion of the respective conferences.

The Foundation follows the provisions of the Financial Accounting Standards Board Codification (FASB) for “Accounting for Contributions Received and Contributions Made.” This statement requires that unconditional promises to give (pledges) be recorded as receivables and revenues within the appropriate net asset category.

In preparation of the financial statements, the Association has followed the provisions of the FASB Codification topic related to “Financial Statements of Not-for-Profit Organizations.”

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE CONSOLIDATED STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS		
For the Years Ended December 31	2009	2008
REVENUES		
Dues	\$ 3,228,775	\$ 3,187,000
Annual Conference	1,615,250	2,285,788
Advertising	775,367	902,309
Education	390,218	557,187
Publications and Other Materials	213,110	269,163
Regional Revenue	819,577	744,232
Contributions	35,009	44,939
Other	215,431	282,633
Interest Income	72,729	146,221
Net Loss on Investments	(20,669)	(10,785)
Total Revenues	7,344,797	8,408,687
EXPENSES		
Salaries and Benefits	3,184,408	3,174,941
Meetings and Events	1,743,726	2,039,212
Printing	737,433	783,423
Rent and Utilities	421,496	401,972
Depreciation and Amortization	89,475	106,687
Postage and Supplies	283,885	357,719
Insurance	77,683	87,527
Professional Services	752,755	761,671
Regional Expenses	587,664	591,472
Grants	11,000	8,000
Other	257,985	377,395
Total Expenses	8,147,510	8,690,019
DECREASE IN UNRESTRICTED NET ASSETS	(802,713)	(281,332)
Unrestricted Net Assets, Beginning of Year	2,771,810	3,053,142
UNRESTRICTED NET ASSETS, END OF YEAR	\$ 1,969,097	\$ 2,771,810

This guidance requires the reporting of total assets, liabilities and net assets in a statement of financial position; reporting the change in net assets in a statement of activities and changes in net assets; and reporting of a statement of cash flows.

Net assets and revenues, gains, expenses and losses are classified as unrestricted, temporarily restricted or permanently restricted based on the existence or absence of imposed restrictions as follows:

- Permanently Restricted – These are funds subject to imposed stipulations indicating that they be maintained permanently.
- Temporarily Restricted – These are funds whose use is subject to imposed stipulations that could be fulfilled by actions of the Board of Directors pursuant to those stipulations or that expire by the passage of time.
- Unrestricted – These funds are not subject to any imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of the Board of Directors or may otherwise be limited by contractual agreements with outside parties.

As the net assets of the Foundation do not have any restrictions which meet the definition of permanently or temporarily restricted, all of the Association’s net assets are classified as unrestricted.

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE CONSOLIDATED FINANCIAL STATEMENTS

PRINCIPLES OF CONSOLIDATION

The accompanying consolidated financial statements include the accounts of ALA and the Foundation. Inter-entity transactions and balances have been eliminated in the consolidation.

INCOME TAXES

ALA is incorporated in Pennsylvania and the Foundation is incorporated in Illinois, both as not-for-profit organizations. A determination letter from the Internal Revenue Service was received on June 19, 1972 for ALA stating that it is exempt from federal income taxes under Internal Revenue Code section 501(c)(6). A determination letter was received on June 15, 1984 for the Foundation, stating that it is exempt from federal income taxes under Internal Revenue Code section 501(c)(3). It is similarly classified by the State of Illinois. To the extent unrelated business income exists, ALA and the Foundation would be subject to income taxes.

Effective January 1, 2009, the Association adopted the guidance in the FASB ASC topic on Income Taxes related to Uncertainty in Income Taxes which prescribes a comprehensive model for recognizing, measuring, presenting and disclosing in the financial statements uncertain tax positions that the Association has taken or expects to take in its tax returns. Under the guidance, the Association may recognize the tax benefit from an uncertain tax position only if it is "more likely than not" that it is sustainable, based on its technical merits. The tax benefits recognized in the financial statements from such a position should be measured based on the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement with a taxing authority having full knowledge of all relevant information. The adoption of the guidance had no effect on the Association's financial statements as of January 1, 2009 and resulted in no adjustment for unrecognized income tax benefits for the year ended December 31, 2009. The Association believes that it has appropriate support for the positions taken on its returns.

CASH AND CASH EQUIVALENTS

The Association considers highly-liquid investments, with original maturities of three months or less when purchased, to be cash equivalents. Balances of \$1,352,405 at December 31, 2009 and \$3,928,844 at December 31, 2008 are in excess of United States and Canadian insured limits. The Association held cash and cash

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE		
CONSOLIDATED STATEMENTS OF CASH FLOWS		
For the Years Ended December 31	2009	2008
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Received for Dues, Programs and Conferences	\$ 7,199,153	\$ 7,856,218
Cash Received from Contributions	35,009	44,939
Investment Income Received	68,375	160,553
Cash Paid for Operating Expenses	(7,939,225)	(8,474,626)
Cash Paid for Grants, net of Refunds	(11,000)	—
Net Cash Used by Operating Activities	(647,688)	(412,916)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of Investments	(4,467,271)	(1,231,728)
Proceeds from Investment Sales and Redemptions	2,693,293	1,933,884
Purchases of Property and Equipment	(34,034)	(79,879)
Net Cash Provided (Used) by Investing Activities	(1,808,012)	622,277
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(2,455,700)	209,361
Cash and Cash Equivalents, Beginning of year	4,108,346	3,898,985
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 1,652,646	\$ 4,108,346
RECONCILIATION OF CHANGE IN UNRESTRICTED NET ASSETS TO NET CASH USED BY OPERATING ACTIVITIES		
Change in Unrestricted Net Assets	\$ (802,713)	\$ (281,332)
Adjustments to Reconcile Change in Net Assets to		
Net Cash Used by Operating Activities	—	—
Depreciation and Amortization	89,475	106,687
Provision for Doubtful Accounts	—	5,000
Net Loss on Investments	20,669	10,785
(Increase) Decrease in		
Receivables	75,372	(68,760)
Other Assets	75,242	25,353
Increase (Decrease) in		
Accounts Payable	(7,740)	1,099
Accrued Expenses	(28,453)	72,950
Deferred Revenue	(138,301)	(289,002)
Accrued Rent Payable	68,761	4,304
Total Adjustments	155,025	(131,584)
NET CASH USED BY OPERATING ACTIVITIES	\$ (647,688)	\$ (412,916)

equivalents of approximately \$194,009 at December 31, 2009 and \$118,756 at December 31, 2008, at banks outside of the United States. These accounts were translated into United States dollars at the December 31 published exchange rates.

RECEIVABLES

The Association has established an allowance for estimated uncollectible accounts based on past experience and on analysis of current receivable collectibility. Receivables deemed uncollectible are charged to the allowance in the year they are deemed uncollectible. Any adjustments to the allowance account are charged to the change in net assets.

INVESTMENT SECURITIES

The Association follows the provisions of the FASB Codification for accounting for investments held by not-for-profit organizations. This standard requires that investment securities be accounted for at fair value, with unrealized gains and losses included in earnings. Fair values are based on quoted market prices.

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE CONSOLIDATED FINANCIAL STATEMENTS

RISKS AND UNCERTAINTIES

Investments are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investments, it is at least reasonably possible that changes in the values of investments will occur in the near-term and that such changes could materially affect the Association and the amounts reported in the statements of activities and changes in net assets.

Credit is extended to advertisers on a non-secured basis.

PROPERTY AND EQUIPMENT

The Association records property and equipment at cost. Major renewals and betterments over \$500 which extend the useful life of an asset are capitalized, while routine maintenance and repairs are expensed as incurred. Depreciation and amortization are computed on a straight-line basis over the useful life of the property and equipment, which is estimated at three to five years, or over the life of the lease for leasehold improvements.

Any gain (loss) on the disposal of property and equipment is the difference between the net carrying value and proceeds received from disposition.

USE OF ESTIMATES

In order to conform with accounting principles generally accepted in the United States of America, management, in preparation of the Association's financial statements, is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities and the reported amounts of revenues and expenses. Actual results could differ from those estimates.

NOTE 2—RECEIVABLES

Receivables at December 31 consisted of the following:

	2009	2008
Accounts Receivables, net.....	\$ 103,313	\$ 173,314
Accrued Interest Receivable	9,835	5,481
Employee Receivables	6,324	14,330
Other	1,861	3,580
	<u>\$ 121,333</u>	<u>\$ 196,705</u>

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE			
CONSOLIDATING SCHEDULE OF FINANCIAL POSITION			
As of December 31, 2009			
	Association of Legal Administrators	The Foundation of the Association of Legal Administrators	Total
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	\$ 1,564,612	\$ 88,034	\$ 1,652,646
Receivables, less Allowances for Doubtful	121,333	—	121,333
Accounts of \$10,000 for 2009	1,440,605	—	1,440,605
Marketable Securities	337,451	5,750	343,201
Other Assets (Principally Prepaid Expenses)	3,464,001	93,784	3,557,785
Total Current Assets	<u>3,464,001</u>	<u>93,784</u>	<u>3,557,785</u>
INVESTMENTS, AT MARKET			
	385,831	2,089	387,920
PROPERTY AND EQUIPMENT, AT COST			
Furniture	250,534	—	250,534
Computers and Equipment	754,357	—	754,357
Leasehold Improvements	34,342	—	34,342
	1,039,233	—	1,039,233
Less Accumulated Depreciation and Amortization	922,537	—	922,537
	116,696	—	116,696
OTHER ASSETS			
	62,321	—	62,321
TOTAL ASSETS	\$ 4,028,849	\$ 95,873	\$ 4,124,722
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable	\$ 29,553	—	\$ 29,553
Accrued Expenses	254,367	—	254,367
Deferred Revenue	1,714,369	—	1,714,369
Total Current Liabilities	1,998,289	—	1,998,289
ACCRUED RENT PAYABLE			
Total Liabilities	157,336	—	157,336
	2,155,625	—	2,155,625
UNRESTRICTED NET ASSETS	1,873,224	95,873	1,969,097
TOTAL LIABILITIES AND NET ASSETS	\$ 4,028,849	\$ 95,873	\$ 4,124,722

NOTE 3—INVESTMENTS

Investments, classified as current and noncurrent, at December 31 consisted of the following:

	2009	2008
Corporate Bonds	\$ 692,606	\$ 73,736
U.S. Treasury Obligations	142,909	—
Government Agency Securities	990,921	—
Corporate Stocks and Mutual Fund.....	2,089	1,480
	<u>\$ 1,828,525</u>	<u>\$ 75,216</u>

NOTE 4—FAIR VALUE MEASUREMENTS

The FASB Codification provides a framework for measuring fair value using a hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below:

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE CONSOLIDATED FINANCIAL STATEMENTS

LEVEL 1

Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Association has the ability to access.

LEVEL 2

Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability. The Association has no level 2 inputs.

LEVEL 3

Inputs to the valuation methodology are unobservable and significant to the fair value measurement. The Association has no level 3 inputs.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2009 and 2008.

Level 1 Fair Value Measurements

The fair values of equities, mutual funds, U.S. government agency obligations and corporate bonds are available are based on quoted market prices, when available.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Association believes its valuation methods are appropriate and consistent with other market participants, the use of

different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

Fair values of assets measured on a recurring basis at December 31, 2009 are as follows:

	<u>Fair Value</u>	Quoted Prices in Active Markets for Identical Assets (Level 1)
Corporate Bonds.....	\$ 692,606	\$ 692,606
U.S. Treasury Obligations.....	142,909	142,909
Government Agency Securities.	990,921	990,921
Mutual Funds.....	<u>2,089</u>	<u>2,089</u>
Total Assets	<u>\$ 1,828,525</u>	<u>\$ 1,828,525</u>

Fair values of assets measured on a recurring basis at December 31, 2008 are as follows:

	<u>Fair Value</u>	Quoted Prices in Active Markets for Identical Assets (Level 1)
Corporate Bonds.....	\$ 73,736	\$ 73,736
Mutual Funds.....	<u>1,480</u>	<u>1,480</u>
Total Assets.....	<u>\$ 75,216</u>	<u>\$ 75,216</u>

Fair values for investments are determined by reference to quoted market prices and other relevant information generated by market transactions

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE CONSOLIDATED FINANCIAL STATEMENTS

NOTE 5—ACCRUED EXPENSES

Accrued expenses at December 31 consisted of the following:

	<u>2009</u>	<u>2008</u>
Accrued Salaries	\$ 46,745	\$ 31,764
Accrued Vacation.....	186,241	157,743
Other.....	21,381	93,313
	<u>\$ 254,367</u>	<u>\$ 282,820</u>

NOTE 6—DEFERRED REVENUE

Deferred revenue at December 31 consisted of the following:

	<u>2009</u>	<u>2008</u>
Dues.....	\$ 1,334,877	\$ 1,338,595
Booth Deposits	328,150	378,325
Conference Registration	10,210	98,850
Education	35,967	34,175
Other.....	5,165	2,725
	<u>\$ 1,714,369</u>	<u>\$ 1,852,670</u>

NOTE 7—DEFINED CONTRIBUTION PLAN

The Association maintains a 401(k) retirement plan (the "Plan") for all eligible employees. Employees are eligible when they have completed twelve months of consecutive service, attained the age of 21 and worked 1,000 hours. The Plan received a favorable determination letter from the Internal Revenue Service on August 5, 1997.

Under the Plan, the Association contributes 2% of employees' base pay to the Plan. In addition, employees can defer up to 20% of their base pay, subject to IRS limitations, with the Association at its discretion matching the deferred amount up to 3% of employees' base pay. No match was made by the Association for 2009.

Plan expense was \$58,810 for 2009 and \$111,204 for 2008.

NOTE 8—LINE OF CREDIT

The Association has a \$500,000 revolving line of credit with one of its financial institutions which renews every September. The line is collateralized by the Association's investments. Any borrowings bear interest at the prime rate (3.25% at December 31, 2009). There was no balance outstanding at December 31, 2009 or 2008.

NOTE 9—LEASES

The Association's office lease term commenced in February 2005 for ten years with a five-year renewal option and an escalation clause each year of \$.25 per square foot for years two through five and \$.50 per square foot for years six through ten.

In March 2008, the Association exercised its renewal option in advance, effectively extending the lease for an additional five years and three months, to terminate on February 28, 2019. Upon execution of the lease extension, the Association received a rent abatement of \$75,645 to be applied to June, July, and August 2009 rents. The Association also acquired 1,375 square feet of expansion space to be utilized beginning March 1, 2009.

In lieu of a security deposit, the landlord accepted an irrevocable standby letter of credit of \$120,000 to be drawn on the Association's bank and collateralized by certain investments and cash equivalents of the Association. The letter of credit was subsequently cancelled on January 1, 2008, as it was no longer required.

The accrued rent payable on the statements of financial position is the difference between rent payments and straight-line rent expense recognized since the inception of the lease. Rent expense was \$322,516 for 2009 and \$307,515 for 2008.

Future minimum operating lease payments approximate the following:

Year Ending December 31	
2010	\$ 339,881
2011	348,133
2012	356,385
2013	357,859
2014	297,365
Thereafter.....	<u>1,329,027</u>
Aggregate Future Minimum Rentals.....	<u>\$ 3,028,650</u>

Additionally, the Association had expenditures for rental of equipment and certain exhibit items related to conferences and events. These expenses totaled \$353,592 for 2009 and \$409,187 for 2008 and are reflected in the combined statements of activities and changes in net assets as meetings and events, and regional expenses.

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE CONSOLIDATED FINANCIAL STATEMENTS

NOTE 10—OPERATIONAL UNIT (FUNCTIONAL) EXPENSES

The Association's operational unit expenses for each of the years ended December 31, 2009 and 2008 were as follows:

	2009	2008
Membership.....	\$ 394,668	\$ 412,160
Member Support.....	1,211,978	1,262,330
Marketing	637,038	653,509
Education.....	1,710,368	1,955,488
Conference	1,770,832	1,930,501
Administration	1,774,795	1,850,561
Regional Expenses.....	587,665	591,472
Foundation Expenses.....	60,166	33,998
	<u>\$ 8,147,510</u>	<u>\$ 8,690,019</u>

NOTE 11—SUBSEQUENT EVENTS

Management has evaluated subsequent events through March 19, 2010, the date which the financial statements were available for issue. There were no subsequent events which require disclosure.

ASSOCIATION OF LEGAL ADMINISTRATORS AND AFFILIATE

CONSOLIDATING SCHEDULE OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Year Ended December 31, 2009

	Association of Legal Administrators	The Foundation of the Association of Legal Administrators	Total
REVENUES			
Dues	\$ 3,228,775	\$ —	\$ 3,228,775
Annual Conference	1,615,250	—	1,615,250
Advertising	775,367	—	775,367
Education	390,218	—	390,218
Publications and Other Materials	213,110	—	213,110
Regional Revenue	819,577	—	819,577
Contributions	—	35,009	35,009
Other	215,431	—	215,431
Interest Income	71,876	853	72,729
Net Gain (Loss) on Investments	(21,237)	568	(20,669)
Total Revenues	<u>7,308,367</u>	<u>36,430</u>	<u>7,344,797</u>
EXPENSES			
Salaries and Benefits	3,184,408	—	3,184,408
Meetings and Events	1,708,114	35,612	1,743,726
Printing	725,433	12,000	737,433
Rent and Utilities	421,496	—	421,496
Depreciation and Amortization	89,475	—	89,475
Postage and Supplies	283,587	298	283,885
Insurance	76,912	771	77,683
Professional Services	752,755	—	752,755
Regional Expenses	587,664	—	587,664
Grants	—	11,000	11,000
Other	257,500	485	257,985
Total Expenses	<u>8,087,344</u>	<u>60,166</u>	<u>8,147,510</u>
DECREASE IN UNRESTRICTED NET ASSETS	<u>(778,977)</u>	<u>(23,736)</u>	<u>(802,713)</u>
Unrestricted Net Assets, Beginning of Year	<u>2,652,201</u>	<u>119,609</u>	<u>2,771,810</u>
UNRESTRICTED NET ASSETS, END OF YEAR	<u>\$ 1,873,224</u>	<u>\$ 95,873</u>	<u>\$ 1,969,097</u>