

2017-2018 ANNUAL REPORT OF THE OFFICE ADMINISTRATOR, Karen St. Peter

As this congregational year comes to a close, (my first 'full' year here), much has been accomplished. A few key items I'd like to highlight are:

- Supporting the Finance Committee with a change in Treasurer
- Providing more detailed budgetary and financial support to the Finance Committee
- Transitioning from one bank to another and changing our bookkeeping system to a simpler, more streamlined process to track income and expenses (in progress)
- Revisions to the *Facility Use Guideline* with the Board and Minister
- Two new member ceremonies
- Assisting the Stewardship Committee with a successful pledge drive
- Supporting the increase in various rentals of UUCSC
- Providing administrative support with regards to the Annual Meeting
- Updating a clear, concise Administrative Handbook for "business continuity" (in progress)
- Archiving many electronic files for ease of use

Weekly and monthly tasks consisted of:

- Tracking and recording income and expenses
- Paying bills
- Assisting various committees with their administrative needs
- Providing administrative support to the minister
- Preparing the OOS and inserts
- Scheduling events
- Responding to email and voice mail
- Tracking petty cash
- Purchasing supplies
- Maintaining attendance lists
- Tracking visitors
- Evaluating vendor contracts
- Assisting various committees with their administrative needs
- Providing administrative support to the minister

I look forward to continuing to provide the support the congregation needs. I appreciate everyone's warm welcomes and words of appreciation. It is nice to work in such a supportive and warm environment!

Best Regards,

Karen St. Peter