

2018-2019 ANNUAL REPORT OF THE OFFICE ADMINISTRATOR, Karen St. Peter

As this congregational year comes to a close, a great deal of work has been accomplished in keeping UUCSC running smoothly. Much of the work I do is behind the scenes, so I'd like to highlight a few major accomplishments:

- Bookkeeping is no longer outsourced, as I complete this monthly task (with Mary Alice Kimball's assistance as Treasurer) in classifying payables and receivables against accounts, utilizing the Finance Committee's account category revisions
- Budget recording has been vastly improved, aiding committees and staff in more accurate spending
- Rev. DL has received more administrative support which enables him to focus more on worship, pastoral care and serving the congregation in general
- Communications within and outside the congregation have greatly improved by working more closely with the Communications Committee
- Assisting Facilities with 1) the installation of the new door, assigning pin codes and addressing some outstanding issues (*ongoing*) and 2) addressing continuous heating problems (*ongoing*)
- Implementing a new backup system for the office PC to ensure business continuity
- Finalizing a clear, concise and very detailed Administrative Handbook (to be edited again with our new door and pin code policies affecting rentals, as well as more detailed bookkeeping instructions)
- Successfully addressed ongoing, complicated WiFi issues
- Providing feedback on the Archive Task Force recommendations (*in progress*)
- A productive Capital Campaign and pledge drive, by generating mailing components for the Stewardship Committee (letters, labels, pledge cards, thank you cards, etc.)
- A successful baby/child blessing and a successful large new member Sunday

As I prepare for the Annual Meeting and into the end of June, I will also be working with Mary Alice to provide our Accountant with any fiscal year end needs, trying to organize things in the office a bit more and to prepare myself for summer hours. My goal is to always try to simplify things as much as possible (not always an easy task but always my goal, without compromising any quality). Regular weekly and monthly tasks consist of:

- Tracking and recording income and expenses, monthly reconciliation of books
- Tracking petty cash
- Preparing the OOS and inserts (no inserts in Summer)
- Scheduling events
- Providing administrative support to the minister (not in Summer)
- Assisting various committees with their administrative needs
- Purchasing supplies
- Maintaining attendance lists
- Tracking visitors/yellow cards
- Responding to email and voice mail

Thank you for your support, and I hope you have a great summer!

Kind Regards,

Karen