

**January 2021**  
**FA Report to the Board**

Dear Board members,

Before talking about my work, I want to thank the board for the time that I was able to take off around the holidays. I especially appreciate this time after working all of my life in the accounting field when it was always busy and I was working overtime instead of being able to take time off. Thank you so much.

This month was busy working on monthly financial activities and calendar year tasks. I worked with Mary Alice on the entry of the Online Giving contributions into QuickBooks and feel very comfortable with the procedures that Mary Alice and the finance committee have set up. I am currently working with Mary Alice on the UUA certification which should be completed before the end of the month. During the month I also spend time responding to emails and researching any issues if needed.

Regards,  
Sue