

December 2021
Financial Administrator Report to the Board

Dear Board members,

This month I have been able to spend most of my time working on daily and monthly financial tasks and trying to get into a routine. It was great that last month Mary Alice was able to get the year end reports to Bank Newport. We have discussed some ideas to help streamline it for the future, but there still has not been much time to work on that for next year. We do have some calendar year end tasks coming up such as 1099's that will have to be worked on in the next month.

Sara did get the additional backup drive from Karen so we have started switching the drive out weekly when I pick up my mail. I did have some issues with this since we are both backing up to the same drives, so I am not able to do incremental backups. I have been taking the drive that I have at home to the Church and replacing the drive at the Church. I then have been starting a complete backup and have the computer shut off when done. I take the drive that was at the Church home so that we always have a backup of our computers at the Church and at my home. I try not to go to the Church when Sara is there if possible so that I don't disrupt her work. I really am not sure if this is the best routine to follow, but unless someone can advise me differently, I will keep on doing this.

During one of my visits to the Church I was able to meet Rev. Denis. I am so happy that you were able to find him. He seems like he will be a great addition to the Church.

Regards,
Sue