

2020-2021 ANNUAL REPORT OF THE FINANCE ASSISTANT

Susan Rogala

This year has been very unusual for everyone and thank goodness we can start seeing some normalcy in the future. Below are some notes about my role this year:

- Working from home has been a new experience for me and learning a new job remotely does have its challenges. When you have a question, you can't just open a file drawer and find the answer. You have to search the computer and hope there is some documentation to help. Luckily Karen left great notes for most of the duties and the computer files are very organized. Everyone has been very welcoming, helpful, and understanding during the initial transition.*
- After 1st starting the position, I worked with Mary Alice Kimball to understand the procedures and working with QuickBooks. The budgets were updated in QuickBooks and we spent some time researching outstanding issues in order to close the 2019-2020 fiscal year. Entries were made to close the year and with Mary Alice's help we closed the year and prepared the reports that included reports that had been previously prepared by the Accounting firm. All of the reports needed by Bank Newport were also prepared.*
- I updated membership in the UUA website to prepare for the mailing of the UU World Magazine. Also I completed the UUA financial and leadership sections in order to maintain UUA certification. These tasks were completed with help from both Rev. DL and Mary Alice.*
- Working with the communications committee the Christmas Eve service was advertised in the Southern RI newspapers which included the*

Independent. Elizabeth and Etta also listed on NK patch.com as well as FB, UUCSC website and the newsletter.

· I worked with Mary Alice on the entry of the Online Giving contributions into QuickBooks and setting up the new accounts needed to track income and expenses accurately.

· The Workers Compensation audit was completed online with a small reduction in premium primarily due to less hours worked during Covid.

· Mary Alice and I worked together to get emails out for the 2021-2022 budget preparation requests. I have provided requested information pertaining to the current year budget and next year's budget in order to help develop accurate estimates for next year. During the year I have also provided budget versus actual information to staff and various committees as requested.

· Support was provided to committees as requested, such as Membership, Stewardship, Finance, Facilities and others with financial analysis, updating documents and records, calendar and building usage reservations and basic administrative support.

Thanks for all your support during these different times and I hope everyone enjoys the upcoming non-covid summer.

Regards,

Sue