

## **2022-2023 ANNUAL REPORT OF THE FINANCE ASSISTANT, Susan Rogala**

Below are notes pertaining to my position this year as Finance Assistant:

- My primary duties which consume most of my time are working on daily and monthly financial tasks. This includes paying invoices on a timely basis and recording my payments and any manual checks that are paid by the administrator in QuickBooks. Also summarizing all collections deposited by Jeff into Washington Trust and any PayPal contributions deposited into Bank Newport which are also reported to me by Jeff. I also work with Mary Alice to make sure the payroll is reported to the payroll processing company in order to process the monthly payroll accurately and on time. Mary Alice summarizes the payroll in order for me to enter it into QuickBooks. Part of the month end activities include the reconciliation of all of the bank accounts, running preliminary reports for Mary Alice's review. After she does a thorough review, she sends me any correcting entries needed and also some normal month end entries that cannot be made until everything is posted and reviewed.
- Year-end financial activities also take a lot of time and review after the month of June is closed. There are many reports that need to be prepared in order to confirm reporting accuracy. These reports are used for reporting to the Finance Committee, and also for yearly UUA reports. This year we did not have to report to Bank Newport since the mortgage balance is so low, but we did still prepare the reports.
- Calendar year end tasks include issuing 1099's and issuing W 2's to the staff.
- Mary Alice completed the UUA financial section this year and I assisted as needed.
- The Workers Compensation audit was completed online with a small increase due to additional payroll.
- After the budgets are finalized, they are entered into QuickBooks. 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 also provided budget versus actual information to staff and various committees as requested.
- This year we transitioned the pension from TIAA to Empower. In the past we were uploading a file to TIAA and now the data is entered directly into the Empower website and the payments are made through an EFT transaction.
- Support was provided to committees as requested, such as Finance, Facilities and others with financial analysis, and other support as needed.

Thanks for all your support and wishing everyone a great summer.

Regards,  
Sue

