

## **2023 - 2024 ANNUAL REPORT OF THE FINANCE ADMINISTRATOR, Karen St. Peter**

I started this position (part-time Finance Administrator) in mid-March of this year, replacing Sue Rogala. Some of you may recognize my name, as I was the part-time Congregational Administrator at UUCSC from 2017 – 2020. Since I've only been here just over a couple of months, I will my best to give you a snapshot of this role at UUCSC.

Starting in mid-March, my first official week was meeting with Mary-Alice Kimball (Treasurer) and Sue Rogala (then Finance Administrator) in order to transition the Finance Administrator weekly and monthly tasks to myself. These tasks were mostly very familiar to me since I had performed these activities before in my role as Congregational Administrator.

Refamiliarizing myself with the weekly and monthly tasks have gone smoothly. Some of these tasks include:

- paying invoices and recording payments within QuickBooks
- recording all deposits collected (including via PayPal) by UUCSC Collector, Jeff Berry within QuickBooks
- processing staff payroll
- reconciling all payments and deposits monthly with Mary-Alice

Mary Alice then prepares her monthly report to the Finance Committee and the Board of Directors. Part of reconciling the monthly finance activities also includes a thorough review to ensure all transactions have been "coded" correctly (i.e., all deposits and payments have been properly attributed to the correct account(s)).

Soon, I will work with Mary-Alice to prepare for year-end financial activities. After the books for the month of June are closed, various reports will be generated to review for reporting accuracy. These reports are used for the Finance Committee and the UUA. Other year-end financial activities include issuing 1099s and W2s and preparing for the new fiscal year budget.

Thank you for the opportunity to work at UUCSC again, it's so nice to be back!

Kind Regards,

Karen St. Peter