

Treasurer's Assistants Annual Report 2016-2017

Submitted by Phyllis Valentine, Member

Each Monday morning, our group counts and processes all monies (currency and checks) received by UUAA during the previous week. These monies include the weekly offerings, pledges, memorial gifts, Social Hour activities (Equal Exchange Coffee Project, QUUest Bookstore, Scrip, Alpha House, Khasi Hills, etc.), rental income, and other sources. Counting and processing involves filling out standard forms and double-counting to insure accuracy. We fill out the bank deposit slips. Deposits are made by Ed Lynn or Debby Casamatta.

Each UUAA group that processes money fills out a standardized sheet that separates cash and checks and provides us and the individual groups with an accurate record of their financial activity. This allows for our work to proceed faster, with fewer questions.

Our process works ideally with at least four people. The current group members are: Carolyn Barber, Jo Dodge, Marie Duke, Royla Furniss, Roberta Allen, and Phyllis Valentine. We welcomed two official substitutes this year, Betsy Price and Ruth Vail. Our staff liaison is Debby Casamatta.