

2020 Treasurer's Assistants Report

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, Comprehensive Campaign, 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 counting twice to insure accuracy. Then we fill out bank deposit slips. Deposits are made by Ed Lynn or Debby Casamatta.

Each Church 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 each Monday. The current group members are: Roberta Allen, Carolyn Barber, Jo Dodge, Roylea Furniss, Ruth Vail, and Phyllis Valentine. Our staff liaison is Debby Casamatta.