

## **Treasurer's Assistants Annual Report 2020-21**

Submitted by Carolyn Barber, Member

This year, UUAA was not meeting in person due to the pandemic.

In a normal year, the Treasurers Assistants would meet most Monday mornings to count and process all monies (currency and checks) received by UUAA during the previous week. These monies include the weekly offerings, pledges, memorial and Comprehensive Campaign gifts, Social Hour activities (Equal Exchange Coffee Project, QUUest Bookstore, Scrip, Alpha House, Khasi Hills, etc.), rental income, and other sources. Counting and processing involve filling out standard forms and counting twice to insure accuracy. The group fills out bank deposit slips, with actual deposits made by staff. Each congregational group that processes money fills out a standardized sheet that separates cash and checks and provides the treasurer and the individual groups with an accurate record of their financial activity. These forms also allow the team to work more efficiently, with fewer questions. The counting 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. With no task to perform because of Covid-19, the group has been limited to meeting socially on Zoom. This has worked as an excellent team builder, as when we're counting, we need to concentrate, and conversations are disruptive.