

Report to CLF Board
Cindy Salloway, CLF Fiscal Administrator
March 2009

This is my second annual report to the CLF Board. As fiscal administrator, my main responsibilities include:

- Accounts payable.
- Daily deposits to operating account.
- Anticipating, tracking, and implementing all income and expense entries into QuickBooks Accounting System and reconciliation of CLF general ledger operating accounts on a monthly basis.
- Reconciling UUA monthly charges to CLF for payroll, postage and mailing supplies, telephone, and expenses incurred for CLF activities at General Assembly.
- Monthly reconciliation of CLF operating and money market bank accounts.
- Monthly reconciliation of PayPal credit card account which processes CYF membership payments and CLF Religious Education online courses.
- Monthly financial reporting on CLF and CYF operating budgets to CLF Board and CYF Steering Committee.
- Reconciliation of Point of Sale merchant accounts used for processing CLF retail shop, Church on Loan and Religious Education Express.
- Monthly reconciliation of income recorded in QuickBooks Accounting System with income recorded in Raisers Edge database.
- Monitoring and monthly reconciliation of postage, jewelry and other retail inventory accounts.

I continue to enjoy my work as fiscal administrator at CLF; it's a wonderful place to work and I feel fortunate to be a part of the CLF team.