

**March 2010 Report to CLF Board**  
**Cindy Salloway, CLF Fiscal Administrator**

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

- Accounts payable and accounts receivable.
- Daily cash and credit card 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 and reimbursement of 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 operating budgets to CLF staff, Board, and Finance Committee.
- Reconciliation of Point of Sale merchant accounts used for processing CLF member pledges, retail shop orders, Church on Loan, Religious Education Express and RE Online Classes.
- 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.
- Monitor monthly payroll and benefits processed by the UUA and report and resolve any discrepancies.
- Quarterly reconciliation and reporting on CLF investment 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.