

Administrative & Management Report
Period covered: November 17,2009 to February 15, 2010

The following actions were completed.

- The preparation of the 2010 Offering Envelopes for distribution to the congregation.
- Met with UCW to explain the fee structure, to go over CRA regulations, and to clarify exceptions. We left them with written examples.
- Prepared a report of all insurances in and list of exceptions were sent to Ernie Nickerson for future action, in respect to groups not covered by liability insurance.
- New photocopier has been leased and passwords assigned. Color photocopying is available and is assessed in terms of cost/ benefits.
- Tax receipts have been prepared and are in the Narthex for pick up. A notice will be placed in the church bulletin as a reminder to pick up the receipts.
- Clarification received in writing re salary increments, with Ministerial staff.
- The Haiti appeal was launched after consulting with our Ministerial staff, and checking with our National Office in respect to guidelines.
- A&M recommended that we outsource some of the printing for the annual general report. For the future we recommend that "Guidelines" be established in respect to the roll up of reports. Council chairs should prepare a write up on their area.
- We acknowledge the following resignations from A&M. Carolyn Hortie as Treasurer, Marilyn Slater as co-chair and Pam Mountan as secretary.

Ongoing actions:

- Currently working on obtaining quotes for the outsourcing of Bookkeeping functions for approval of Council on February 17,2010.
- Year-end procedures need to be developed with a close off period that meets RCT requirements for final receipt of year-end donations.
- A&M committee members reviewed a draft Lending Policy for equipment that has been sent to Council on February 17,2010 for final approval.
- The teller schedule for the period April 01, 2010 to March 31,2011 is being worked on. A full discussion with action steps to be determined in respect to the current Teller Tally Sheet, reconciliation, procedures and in particular advising groups that have been inconsistent with counting & reporting.
- Belinda Awalt will be joining A&M, and we are hoping that she will take on Property Management.
- Donna MacCumber will be on vacation from March 26th to April 06,2010.

Respectfully submitted on behalf of A&M:
Wendy Fitch

Reports

WOODLAWN UNITED CHURCH

Dartmouth, NS

Council

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