

CTK TREASURER'S REPORT

For March 2021

Checking account balance (as of 2/27/21):	\$83753.13
Checking account balance (as of 3/31/21):	\$79599.67
Memorial fund balance (as of 2/26/21):	\$29672.95
Youth fund balance (as of 3/1/21):	\$887.99
Mortgage balance (as of 2/23/21):	\$143843.60
(Mortgage payment \$1017.18, matures 9/23/24, working on getting electronic access to statements)	
Donations (3/1/21 – 3/31/21, gross, does not reflect paper giving):	\$3875.00

Notes:

- There were no paper offerings deposited in March. Paul & I counted after Easter worship so March paper giving will be reflected in April numbers.
- Online bill pay has been down since I started as treasurer. No ETA. I'm writing checks & burning through my own stamps and envelopes. Recurring electronic payments don't seem to be going out (e.g., monthly synod payments). Should we explore getting a new bank account with online bill pay capability?
- Quickbooks is going well. I'm scanning in all receipts and invoices and attaching them to the transactions to facilitate easy auditing. Note that I only went back as far as January... the records Jim put in for 2020 are not valid. The QuickBooks report does not have the mortgage because I need more information that I'm trying to get from PWSB so we can track the P&I and not just the expense.
- I set up online expense and donation acknowledgement forms with automations for the approval workflow. See: <https://ctkport.org/documents/>
- Gusto has been working well. Mary has been added and has been getting paid for Lent & Good Friday.
 - o Taxes and bonuses are included in the corresponding line item. Note that withholding rates on the bonuses were quite high (note that we pay organist, secretary, & CTKids coordinator as employees rather than contractors). Also because Jim paid December paychecks in January, January numbers reflect December expenses for secretary & CTKids.
- The Form 990-T needs to be filed. I will probably try to request a waiver for the new mandatory e-filing this year since we don't have the resources to do that.
- I switched the domain registrar for christkingport.org to Google since it was \$20/yr cheaper.
- I'm working on canceling PK's credit card and putting it in my name. Does anyone know why we get recurring charges from OfficeMax for ~\$70?
- **IMPORTANT:** Do we have a system for getting bills to the treasurer? I almost never see bills in the treasurer mailbox and have to hunt around (outside mailbox, Rachel's desk, etc.) to find them. Do we have a system for getting the mail and sorting it? I want to make sure this happens in a timely fashion since sometimes I only make it to church once in a week.

Respectfully submitted,
Fred Walls