

September 7, 2025, Office Administrator's Report

On my To-Do list for this month

- 1) Determine policies for sick leave and set up tracking with Paychex
- 2) Tidy up the accounts in Quickbooks
- 3) DOJ audit

August's Activities:

- We have started including all the readings in the PPT slides. This means detailed notes in the OOS so those running the slides know when to switch. I have also been updating all the hymns each week to the new format with the new logo.
- Bank of America closed two of our new accounts due to zero balance. Our new signers opened two new accounts and moved \$1,000 into each of them. We are close to closing out the Pacific Premier Bank accounts.
- Secured use of the Fellowship Hall for our Fall Dinner on October 4.
- Completed transitioning our Paychex account to Bank of America.
- On August 10, just by chance, Pat Mannion was in the area at 8pm, and found the church open, unlocked, with lights on in the narthex and kitchen!! An FCCF member filling in for Pat was assigned to lock up after the meditation class. No one showed up for class, so he just left. Other people were still in the building, but no one thought of taking responsibility for locking up. I sent an email to all members to remind them we are all a little responsible for protecting the space. There was a theft of a tablet from the sound booth.
- Designed and had printed new Business Cards for Rev. Rob. Similarly, I designed promotional materials (postcards) and sent them out to be printed.
- Made notations on the worship matrix to trigger paying Christine Araoka her special "holiday" rate of pay. This generated back and forth for what constitutes a holiday for her. Mary and Rob will clarify with Christine.
- Worked to align our current account numbers with the budget. We need to revamp the QB numbers to allow for accurate reporting from our bookkeeper. Mary and I are tackling it next month.
- UUA is set to offer Roth IRAs in 2026 to interested employees. I worked with Paychex to ensure the necessary deduction codes are in place.
- Reviewed the newly designed website and made some recommendations.
- Preparing for a DOJ audit of our CORI (live scan reporting) practices. Wish me luck!!
- Needed help from PPB signers to initiate a stop payment on a lost check.
- Surprise! Our Microsoft 365 subscription (which had been bankrolled by Rita for several years) was suddenly cancelled. I have renewed for \$99/year plus tax paid with PayPal.
- Promoted the Fullerton is Our Home Vigil at City Council, Our Adopted Family, Share the Plate, Trans Youth and Family event, Water Communion, CBP November Camp, and Tasty Tuesday, with eblasts, flyers, articles, and Facebook posts.

Respectfully submitted,
Amy Styffe