

# **Administration and Stewardship Committee Timeline**

## **Updated Sept 2013**

### **Monthly Tasks**

- Pay bills
- Manage accounts, including collecting donations for Nancy and Beckey's ministries and sending out their checks.
- Write/send newsletter

### **September**

- Monitor budget, present Treasurer's report to Business Meeting
- Collect list of young Friends just out of high school and give to clerks for them to send the YF letter welcoming them to come back to Meeting.
- Review child information sheets
- Confirm code of conduct reviews with childcare workers.

### **October**

- Prepare annual appeal/helping fund appeal

### **November**

- Send appeal/helping fund

### **December**

- Monitor budget, present treasurer's report to Business Meeting
- Update directory information
- Print out calendar for clipboard

### **January**

- Send out 1099s and tax receipts
- Discuss/decide Helping Fund recipient organizations
- Print and distribute directory
- Send thank you notes to CFS teachers

### **February**

- Present proposed Helping Fund recipients to Business Meeting
- Childcare staff reviews: perform review for supervisor, oversee reviews for other staff
- Check in with the treasurer as to work load.

### **March**

- Negotiate with CFS re rent
- Monitor budget, present Treasurer's report to Business Meeting
- Prepare draft budget
- Recorder sends report to NEYM
- Send Helping Fund checks
- Send 2<sup>nd</sup> appeal, if necessary

### **April**

- Present draft budget to Business Meeting

### **May**

- Present final budget to Business Meeting

**June**

- Review website (clerk's name and number)
- Treasurer presents end of year report to Business Meeting

**July/August**

- Only one newsletter in summer