

- Close out books each month + prepare Financial report for council meeting.
- File Federal withholding Tax report (Form 941) quarterly.
- Notify UCC Pension Board of Pastor's compensation for next year
- File Maryland Personal Property Return by April 15th listing current year corp. officers.
- Maintain Pastor's Home Equity Fund currently at Cornerstone Fund UCC + Hopkins
- Notify UCC Insurance Board of new year's estimated payroll for Workers Comp. Insur.
- Be aware of Eastern Savings Bank CD (10004915) maturity date 7/16/04, 3 $\frac{1}{4}$ %
- Check Sprint's rental agreement to see when rent increases.
- Give monthly telephone bills to Pastor so she can review + reimburse Church for personal calls.
- Provide insurance coverage information for new year to Concetta Clark, PACT
- Gather data for UCC Year Book annual report.
- Send report to Central Atlantic Conference of next year's Benevolences. Separate checks, Cent. Atl. Conf. + Ches. Assoc.
- Have interest posted quarterly to Hopkins Federal Savings passbook and report on Financial Report.
- Execute Corporate Resolution's + Signature Cards for Signers on bank accounts.
- Call committee meeting in Fall + prepare proposed budget for upcoming year.
- Present Financial report + proposed budget to congregation at November meeting.
- Prepare report on Sour Beef Dinner + Fall Fund Raisers.

Provide year end Financial report and Final budget + present to congregation at January meeting.

Church VISA Card, current authorized signers are: Peggy Tlasck, Catherine Oatman, William Myers, Arthur Jones, Robert Osburne, \$2000⁰⁰ limit each signer.

Obtain W4 Forms + have Filled out by each employee for new year (2004)

Issue W2 Forms + 1099 Forms to employees + contractors for past year (2003)