

ANNUAL REPORT FROM THE HEAD TELLER & COMMITTEE

The year has been largely uneventful with the main change being that of our Accountant. The teller sheet for income received has been revised and we've changed to a newer bank deposit book. The stamp for endorsing cheques has also been replaced. Transfers of \$20,000.00 (usually) from one account to another occur intermittently. Expenses are minimal as supplies for coin rolling, white-out, sticky note pads, etc. are replenished.

The Board has been advised of the need for an expanded committee. It is not wise for UCE to have only one or two members able to assume the positions of Head Teller and assistants for in having expertise and experience held by so few finding coverage for illness or holiday becomes a problem. Thus, it has been recommended that at least 4-5 members become acquainted with the Head Teller duties with several others able to assist. Ideally, these positions would rotate through the Sundays of the month also enabling members to switch/trade their Sunday commitment should it not be convenient.

Weekly communication between the Teller and our Church Administrator enable smooth transactions. Members wishing to commit to assisting this committee will be given ample mentoring in learning the ropes.

Respectfully
Edwina Madill
Head Teller