

CSF/CJSF Treasurer's Report

9/30/2017

- Worked closely with the executive board and the central office to monitor the organization's finances.
- Worked with Patricia Gill and Matt Hungerford to set up PayPal account; continue to monitor PayPal account daily, and make bank transfers as needed.
- Met with executive board to plan for 2017-2018 year.
- Cleaned out the Folsom storage unit, brought all of the boxes to my home, and prepared the storage unit contents for transit to southern California.
- In July 2017 Aileen Willoughby and I visited the State History Archives in Sacramento to review and document the CSF archival files.
- Met twice with Gail Good from Merrill Lynch investments in order to get updates on CSF's investments.
- Researched payroll systems, and purchased QuickBooks payroll system.
- Set up payroll system, and submitted payroll for September and October.
- Researched worker's compensation insurance, and purchased a policy from Integra Insurance.
- Reviewed all EDD mail (approximately 12 letters); completed all necessary forms and paperwork to establish a state and federal employment accounts for CSF.
- Prepared CSF financial books for corporate year end taxes, and met with accountant twice to prepare and submit taxes.
- Met with accountant regarding submission of past payroll taxes for six quarters in 2016-2017.
- Prepared W9's as per requests from numerous school districts.
- Prepared and submitted third quarter 2017 payroll taxes.
- Worked with Folsom mailbox company to switch and forward all mail from the CSF Folsom address to the new Laguna Niguel address.
- Paid all invoices and reimbursement requests in a timely manner.
- Reconciled bank account monthly.
- Sent emails to nine students who had not deposited their award checks, resulting in 8 out of 9 either being replaced or immediately deposited.
- Prepared 2016-2017 budget analysis report, 9/30/17 asset report, 2017-2018 budget proposal.
- And lots of other little tasks!

Overall, I have worked, and continue to work, very hard to organize and update CSF's finances. Although our budget situation is not ideal, I am confident that the organization's financial books are accurate and in order.

Respectfully,
Renée Tyler. CSF/CJSF Treasurer