

End of year to-do list

1. Statements 1/2/12
2. New Payroll 1/1/2012
3. Prepare for Finance Committee Meeting 1/6/12
4. Finish up 2011 notebook – set up new one for 2012 1/7/2012
5. Financial Statements – end of year – 12/30/2011
6. Call AT&T web Hosting – again 12/29/2011
7. Get Money off of card – today
8. Finalize accomplishment list for 2011 – 12/30/11
9. Do CD back ups of Linda and my computers 12/30/2011
10. Pay January \$\$ to Diocese and Smith Barney – 1/9/12
11. Slide Show for annual Meeting?
12. Report of funds under control of the Church 1/13/12
13. Taxes 1/10/12
14. Budget preparation presentation for the Vestry
15. Something out on Facebook and email to people on web and info.