



## **ADMINISTRATIVE COORDINATOR REPORT 7-06-2023**

Liz and I are currently sharing Admin and Financial duties as I learn the scope of Finance Coordinator. I am learning the financial Quick-books program.

Kathy and I audited RLC's financial books; both deposits and expenses for May 2022-Apr 2023. Both financial books checked out perfectly.

I completed the Flash for each week of rehearsal and sent it out to all members. It included chorus business discussions, calendar reminders of our events, ladies leading our weekly physical warm-ups, and members on monthly riser duty.

I collected dues and handed out monthly invoices.

Discussion item: monthly riser duty.

Marlene Jetton