

ADMIN & FINANCE REPORT TO THE ST MARY'S CHURCH CONGREGATION AGM MARCH 2017

This report is my annual opportunity to thank all the members of this hard working team. Particular thanks go to Keith Burgess for single handedly managing the budgets and the books so expertly, for providing prompt reports to the DCC and for agreeing our St Mary's budgets with the Parish Treasurer. Keith will present the St Mary's Financial accounts separately. Thank you to Linda Emery for ensuring that the 2016 Stewardship campaign went successfully. Thanks also go to Manny Holden for bringing our weekly cash offerings into a spreadsheet form that will be more easily transferable into the church accounts. We are grateful to Richard Holloway for his unstinting oversight of the Church Centre during 2016. As you will know Richard has now retired from the position and we are currently looking for someone to fill the new, joint role of Assistant Verger and Church Centre Manager. Last, but by no means least, a big thank you goes to Alison Carré, and the extensive team of office assistants, for ensuring that all the administration of St Mary's runs smoothly.

St Mary's continues to take an active interest in the Horsham Churches Together Night Shelter, providing a large team of helpers to assist with the project.

The Office computer and laptop have been upgraded to the latest operating system this year.

Due to the volume of colour printing and failing performance, the inkjet colour printer in the Office was replaced by a much superior colour laser printer during 2016 which can now accommodate larger runs and A3 paper.

We are currently looking into options for repairing or replacing our Office telephone system which is an antique and is not working correctly.

Finally, there are so many administrative tasks being completed each and every day within St Mary's, it is impossible to list them all and would not make for interesting reading! My thanks go out to anyone who helps keep our church running smoothly.

Steve Benson