













**Priority: Administrative Activities**

**Goal 1: Ensure effective utilization of IHLS resources**

**Objective A: Ensure fiscal accountability**

**Activities:**

1. Support the business operations of IHLS through monthly financial reports, payroll, accounts payable, and accounts receivable.
  - Prepared and processed two payrolls
  - Normal routine processing of Accounts Payable Invoices
  - Prepared and process cash receipts daily for IHLS and OCLC
  - Prepared and mailed OCLC Monthly Invoices
  - Prepared May 2015 Bill Payments Report and Credit Transactions Report for IHLS Finance Committee and Board of Directors
  - Prepared IHLS May 2015 Statement of Activities for Board of Directors Meeting
  - Processed FY2015 SHARE SAM and ICN Filtering Invoices
  - Generated FY2015 Invoices for Dreamhost and Library Law Book distribution
  - Collected past due Accounts Receivable accounts
  - Analyzed general ledger posted entries in preparation for FY2015 Audit
  - Reformatted FY2016 Budget Presentation Layout for ISL
  - Researched and determined suitable audit firms for FY2015 Audit Request for Proposal