
Memorandum

To: Anne Stout

CC: John Watson

From: Cheryl

Date: 7/16/2002

Re: Finances

Anne, as you are aware today is the 16th of July, so payroll is due today.

The NET payroll amount for this period is \$12554.61.

The current balance in the checking account is \$700.00.

I have \$2,400.00 to deposit to the restricted funds account for the Monastery

And I have another \$2,664.00 to deposit to the Land Trust account.

I want you to be aware that if we do not use these funds, no employee will receive a check for this pay period. If we do use these funds, we will be using money that people have specifically given us for other uses.

Even if I use these funds I will still be woefully short of paying all employees.

We also have already used the \$10,000.00 from S. Cornell for general funds that she had donated for the Land payment, so that amount is also due to the land trust.

I look forward to your advice on how to proceed.

Cheryl