Check-in time: 09:45 Am  
Check-Out time: 05:45 Pm  
  
1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Received KT from Sam reg TE USA donations statement upload and Stripe donations  
4. Updated TE Using App details in excel for FY 23-24 audit.  
5. Uploaded stripe donations to received view

Check-in time: 09:30 Am  
Check-Out time: 06:35 Pm

Task Update : 20/06/2024 – 24/06/2024  
  
1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Sorted IBM Expenses bill for IBM Audit (F)  
4. Sent E-receipt to donors (T)  
5. Worked in TE App Subscription List Excel (TF)

6. Updated Donation Tracker Every Month (2024) in Airtable

7. Updated mandates.

8. Sent ACH debit file to Bank.

Check-in time: 09:45 Am  
Check-Out time: 06:18 Pm  
  
1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Sent ACH debit file to Bank.  
4. Prepared receipts for the FY 2023-24 donations.

Check-in time: 09:45 Am  
Check-Out time: 05:45 Pm  
  
1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups  
3. Downloaded and backed up Zoho Books records for LC  
4. Sent ACH debit file to bank.​

Check-in time: 09:45 Am  
Check-Out time: 06:10 Pm  
  
1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups  
3. Updated Expenses in Airtable For FY 2024-2025  
4. Sent ACH debit file to bank

Check-in time: 09:40 Am  
Check-Out time: 05:35 Pm

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Sent E-receipt to donors   
4. Uploaded CTF 2024 Donations in creator & airtable.

Check-in time: 09:45 Am  
Check-Out time: 06:05 Pm

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Sent E-receipt to donors (T)  
5. Updated TE Courses & Apps in airtable.

### Donation [Click here](https://airtable.com/app6iRJcwdImGwxaY/pagPWfvkLSEN7yQ5M) ​ ​​  
​​  
​​@Karthee Vidya​ ​@Aswini Krishnan​ FYI

### Donation Summary |05.07.2024| [Dashboard](https://airtable.com/app6iRJcwdImGwxaY/pagPWfvkLSEN7yQ5M)​  
​

# Reached 1 Crore in CTF 2024 | 11 Sep 2024 | [Dashboard](https://airtable.com/app6iRJcwdImGwxaY/pagPWfvkLSEN7yQ5M)

Check-in time: 09:50 Am  
Check-Out time: 05:10 Pm  
  
1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Sent E-receipts to Donors.  
5. Updated Failed Donations.

Task Update on : 11-07-2024

Check-in time: 09:25 Am  
Check-Out time: 06:30 Pm  
  
1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Sent E-receipts to Donors.  
5. Updated Monthly manual.

6. Updated CTF 2024 - FR leads.

Check-in time: 09:40 Am  
Check-Out time: 06:15 Pm

Task Update : 18-07-2024

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Consolidated Give foundations breakups for FY 2023-2024

5. Updated Corporate Donations in Airtable .

6. Uploaded Yourcause donation breakups

Check-in time: 09:40 Am  
Check-Out time: 06:00 Pm

Task Update : 25-07-2024

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Sent ACH debit file to bank.​

5. Uploaded stripe donations.

6. Sent E-receipts to Donors.

Check-in time: 09:45 Am  
Check-Out time: 05:45 Pm

Task Update : 29-07-2024

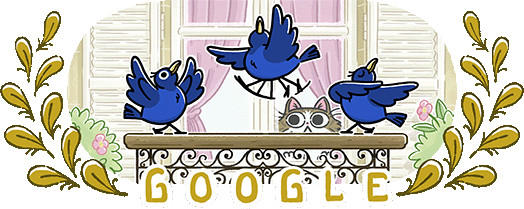
1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Updated Expenses in Airtable For FY 2024-2025

5. Uploaded Give India Donation Breakups.

Check-in time: 10:00 Am  
Check-Out time: 06:15 Pm  
  
Task Update : 30-07-2024  
  
1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded stripe donations  
4. Sent E-receipts to Donors.  
5. Uploaded Give India Donation Breakups.

6. Uploaded Fundraise up donations Report

7**.** Uploaded CTF 2024 Donations in creator & airtable



<https://smartstatements.hdfcbank.com/HDFCRestFulService/GetStatement.jsp?jobkey=05082024212533385305451786737624695697f3cd5c4dc0b3&utm_tag=View_SmartStatement&utm_campaign=HNW_Emailstatements&utm_medium=email&utm_source=Dec18_HNW_Emailstatements_ADP&utm_content=View_SmartStatement>

Password : 57266602 (HDFC FD TERM DEPOSIT)

Check-in time: 09:40 Am  
Check-Out time: 06:10 Pm

Task Update : 06-08-2024

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Uploaded stripe donations to received view

5..

6. Updated FD Balances in creator.

Check-in time: 09:50 Am  
Check-Out time: 06:10 Pm

Task Update : 07-08-2024

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Searched FY 2023-2024 Bills for Audit.

5. Updated Corporate Donations in Airtable.

6. Sent E-receipts to Donors.

7.

Check-in time: 09:45 Am  
Check-Out time: 06:10 Pm

Task Update : 08-08-2024

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Searched FY 2023-2024 Bills for Audit.

5..

Check-in time: 10:10 Am  
Check-Out time: 06:10 Pm

Task Update : 12-08-2024

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Sent E-receipts to Donors

5. Updated Give India Dashboard in Payment Gateway Tracker (24-25).

6. Sent ACH debit file to bank

zoho books- purchases - expenses- filter - date - 1 apr 2023 to 31 mar 2024- bulk select - click the line item - click unmatch/ uncategorized and unmatch them and click the 3 dot delete- we need to unmatch/uncategorize for 3700 line items - i need to work on Aug - nov

Next FRCA Book - Purchases - Expenses - Filter \_ date\_ Apr 1- 23 to 31 mar 23 - select the line item unmatch - Sam Anna will do this.

Check-in time: 09:55 Am  
Check-Out time: 06:10 Pm

Task Update : 13-08-2024

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Updated Mandates in Airtable Fundraising leads.  
4. Uploaded Lotuspay E-Mandates, Subcriptions & Customers

5. Uploaded CTF 2024 Donations in creator & airtable

Check-in time: 09:55 Am  
Check-Out time: 06:00 Pm

Task Update : 26-08-2024

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Uploaded CTF 2024 Donations in creator & airtable  
4. Uploaded stripe donations to received view

5. Uploaded Give India Donation Breakups.

6. Sent ACH debit file to bank.

Check-in time: 09:55 Am  
Check-Out time: 06:00 Pm

Task Update : 11-09-2024

1. Uploaded CTF 2024 Donations in creator & airtable

2. Updated Failed Donations.  
3. Updated Monthly manual.  
4. Updated CTF 2024 - FR leads.

5. Sent E-receipts to donors

Task Update : 12-09-2024  
  
1. Sent ACH debit file to bank.  
2. Updated OLA tracker in Expenese.  
3. Uploaded CTF 2024 Donations in creator & airtable

### Donation Summary |05.07.2024| [Dashboard](https://airtable.com/app4AnKyWE85b9Pax/pag2hVX77v8xWPLlx)​  
​

Check-in time: 10:00 Am  
Check-Out time: 06:30 Pm

Task Update : 07-01-2025

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Updated Monthly manual  
4. Updated Failed Donations.

5. Updated Year end giving 2024 leads donation in Airtable.

6. Updated FD Balances in creator.

7. Uploaded stripe donations to received view.

8. Uploaded JPMC Bank Statements.  
9. Uploaded Fundraise up donations Report.

10.Tagged events ID in Happay expense tracker.

Check-in time: 10:00 Am  
Check-Out time: 06:30 Pm

Task Update : 07-01-2025

1.Tagged events ID in Happay expense tracker.

Uploaded Yourcause donation breakups

Task Update : 10-01-2025

1. Uploaded Bank Statements.  
2. Uploaded consolidated view in Fundraising leads 2.O airtable.  
3. Updated Year end giving 2024 leads donation in Airtable.

4. Updated Failed Donations.

5. Sent E-receipts to donors

6. Sent ACH debit file to bank.

7. Uploaded Yourcause donation breakups.

Task Update : 20-01-2025

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.  
3. Updated consolidated view in Fundraising leads 2.0 airtable.  
4. Uploaded JPMC Bank Statements.

5. Updated Corporate Donations in Airtable.

6. Sent E-receipts to donors

**Task Update : 17-02-2025**

Check-in time: 10:05 Am  
Check-Out time: 06:30 Pm

1. Uploaded Bank Statements.  
2. Uploaded Donation Breakups.

3. Sent ACH debit file to bank

4. Updated Monthly manual

5. Uploaded Lotuspay E-Mandates, Subcriptions & Customers

6. Sent E-receipts to donors

7. Updated Failed Donations.

8. Uploaded USA Benevity breakups.

9. Uploaded stripe donations to received view.

10. Uploaded JPMC Bank Statements.  
11. Uploaded Fundraise up donations Report.

**Task Update : 17-02-2025**

Check-in time: 10:05 Am  
Check-Out time: 06:30 Pm

1. Uploaded Bank Statements.
2. Uploaded Donation Breakups.
3. Uploaded JPMC Bank Statements.
4. Uploaded Fundraise up donations Report.
5. Uploaded stripe donations to received view.
6. Sent E-receipts to donors.
7. Uploaded USA Give Donation Breakups.
8. Updated Failed Donations.

WELLS FARGO

THRIVENT

PRICEWATERHOUSEC

APPLIED MATERIAL

CNA

FRANKLIN TEMPLET

MUTUAL OF OMAHA

GAP INC

YOURCAUSE, LLC

VIASAT, INC

**Task Update : 19-02-2025**

Check-in time: 10:10 Am  
Check-Out time: 06:30 Pm

1. Uploaded Bank Statements.
2. Uploaded Donation Breakups.
3. Created Bitly for IATC Scholarship 2025.
4. Uploaded Give Donation Breakups.

FRID11479

FRID11480

FRID11424

FRID11468

FRID11483

FRID11476

FRID11473 – Wrong attachment

FRID11471

FRID11438 – no match found

FRID10938

FRID11477

FRID11284

FRID11232

FRID11133

FRID11051

FRID10870

**Task Update : 20-02-2025**

Check-in time: 10:10 Am  
Check-Out time: 06:30 Pm

1. Uploaded Bank Statements.
2. Uploaded JPMC Bank Statements.
3. Uploaded Fundraise up donations Report.
4. Uploaded stripe donations to received view.
5. Uploaded USA Benevity breakups.
6. Uploaded Yourcause donation breakups
7. Attached bills for IATC scholarship 24-25.

Benevity.

Net Total – 19,935.71

Converted Net Total – 1,723,977.44