

**Cheri L. Kraus**  
**4057 Rainier Ave**  
**Santa Rosa, CA 95405**  
**707-544-7502**

**STRENGTHS**

Extensive experience in trust administration within large and small financial institutions  
Charitable Trust Expert knowledgeable in the legalities of wholly charitable or charitable remainder, testamentary and private trusts.  
Extensive experience in financial reporting, audit preparation and bookkeeping for non-profits  
Skilled in use of trust accounting and bookkeeping computer systems  
Positive and supportive relationships with board members, beneficiaries and coworkers

**EDUCATION**

Bachelors Degree in Business Administration  
California State University, Chico

**EXPERIENCE**

1990-Present  
Trust Administrator & Financial Officer  
CA-NV United Methodist Foundation

Currently administrating 200+ trust or endowment accounts, handle all correspondence, accounting, tax reporting and work closely with investment managers

Review all trust documents, interpret and comply with conditions of trusts or endowments

Prepare all financial reports for annual report of Foundation, do all audit preparation for annual audit

Do all day to day, quarterly and annual bookkeeping for Foundation (annual budget \$400,000), make bank deposits, reconcile all accounts

**ADDITIONAL EXPERIENCE**

Trust Officer - Wells Fargo Bank  
Trust Officer - Bank of America

**AFFILIATIONS**

Past Board President Community Child Care Council  
Past Board Member Carrillo Adobe  
Past Treasurer of the Dan Peletz Educational Park  
Past Advisory Board Member to Santa Rosa Police Department  
Past Distinguished President Santa Rosa Suburban Kiwanis Club – So far the first and only woman President  
Treasurer of Suburban Scholarship Fund  
Has been a volunteer with the Santa Rosa Police Department for over 10 years – mostly in Crime Prevention – has done over 300 presentations for the SRPD  
Director of Security for Project Grad Montgomery High School 2003-2007  
Assistant Wrestling Coach Montgomery High School 2007

Married 28 years and has two girls – Ashley 23 yrs – Senior at Fresno State and Josie a sophomore at Cal Poly San Luis Obispo