

Treasurer's Report **04/10/2022**

Public materials can be found on the NVC website nvcmaine.org.

- **Warrants**
 - March warrants were prepared by the NVC Office staff, President and Treasurer. They will be provided by the office staff for review and signature.
 - The modified process used in March has reduced errors but required additional time from volunteers (President and Treasurer) and staff in assembling and reviewing the warrant information.
- **2022 and 2023 Budget**
 - Both working budgets are available in the 2023BudgetWorkshops Google Drive accessible to all Overseers and NVC staff.
 - 2023 Budget workshop has been scheduled for April 16, 2022 and 9am.
 - Updates have been added to the 2023 draft budget based on comments received from the President, Personnel Committee and Safety committee. Additional comments still need to be included.
- **NVC Business Office Functions**
 - NVC staff, contracted services and volunteers continue to work at capacity to support bookkeeping and finance manager duties until the office manager position is filled and the new bookkeeping firm comes on board. Activities are prioritized as follows, with bill paying taking up most of the time:
 - Monthly bill paying, including the receipt, coding and processing of invoices; development of the warrants including supporting document; collecting warrant signatures; and paying the bills.
 - Completing the 2020 Audit.
 - Preparation for the 2021 Audit, including 2021 close.
 - Monthly Financial Reports for the Overseers.
 - Monthly bank account statements are available in the office.
- **Bookkeeping Transition**
 - Retainer of \$1,000, included on the March warrant, is required to begin the onboarding process.
 - The office staff, volunteers and Wilke & Associates will develop the warrants and pay the bills for April.
 - The Finance Committee is reviewing the NVC Financial procedures and processes with the goal of having them revised prior to onboarding Philbrook & Associates. A redlined draft of the financial procedures is attached. The finance committee meets on 4/9/2022 to review.
 - The interim Office Manager continue to perform the finance manager duties until the approved Office Manager position is filled.
- **Audit**
 - 2020 Balance Sheet by properties was received from Wilke & Associates and needs to be reviewed to resolve any outstanding issues. Copies of the balance sheet are available in the Google Drive.