

**Treasurer's Report**  
**01/16/2022**

- **Warrants**
  - Warrants were distributed, reviewed and approved electronically and approved bills were paid. (See document repository)
- **Financial Reports**
  - Financial Reports were circulated by the Finance Manager separately. (See document repository)
- **Bookkeeping and Finance Manager**
  - Continued to work with the personnel committee and finance manager to identify financial tasks and responsibilities for bookkeeper and finance manager, including for an interim bookkeeper if necessary.
  - Collected available electronic versions of NVC's financial procedures manual. (See document repository)
  - Participated in interviews with potential candidates.
  - Updated bookkeeping transition document. (See document repository)
- **NVC Office Support**
  - Provided (20 hours) admin support for warrant and financial reporting process and addressing questions resulting from the Overseers meeting.
  - Addressed online security issues.
- **2020 Audit**
  - Worked with Wilke & Associates and Purdy Powers to provide access to the 2020 audit documents needed to review and identify corrections to NVC's general audit.
    - Confirmed with NR Bookkeeping that they will continue past the date of their contract to make the corrections to the 2020 general ledger in Quickbooks in support of the audit.
    - Confirmed with NR Bookkeeping that they would continue past the date of their current contract to close out fiscal year 2021 as well as make any correction identified for 2020 that are needed for 2021.
  - Financial Controls - Needs to be reviewed by the Overseers to ensure that stated controls are followed. (See document repository)