

## Treasurer's Report 05/15/2022

Public materials can be found on the NVC website [nvcmaine.org](http://nvcmaine.org).

- **Warrants**
  - April warrants were prepared by the NVC Office staff, President and Treasurer and provided to the Board for review and signature on May 5, 2022.
    - The revised process continues to reduce errors but is time consuming for the volunteers (President and Treasurer) and staff in assembling and reviewing the warrant information.
- **2022 and 2023 Budget**
  - Draft budgets are available in the 2023BudgetWorkshops Google Drive accessible to all Overseers and NVC staff.
  - The second 2023 Budget workshop has been scheduled for May 22, 2022.
    - The document “NVC\_2023 Budget Planning Information May” provides a summary of the budget updates made based on the April Budget Workshop and provides a listing of all the documents associated with the budget planning process.
- **NVC Business Office Functions**
  - QuickBooks was updated to QuickBooks Advanced to allow for the expansion of the chart of accounts.
  - 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. Specific activities over the past month include:
    - Identifying and resolving overpaid or past due bills.
  - NVC was not able to submit the MMA Workman's Compensation payroll audit in a timely manner due to missing information in the vendor files. As such, NVC's premium will increase by 20%. Staff and volunteers are reviewing the and updating the files in order to be prepared for the next payroll audit.
  - Office functions are still prioritized as follows, with updates on each provided below:
    - 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.
    - Correcting 2022 general ledger, including adding new account codes.
    - Preparation of March Monthly report and Statement of Financial Position (both attached) in order to identify and correct the financial information in the general ledger.
    - Audit support. Bookkeeper is currently working backwards, resolving outstanding 2022 issues, doing the first close for 2021 and then identifying remaining outstanding 2020 items. Progress is slow given the time the process takes, the time available from the interim bookkeeper and the volunteers to support this activity.
  - Monthly bank account statements are available in the office.

- **Bookkeeping Transition**
  - Paperwork has been completed with Philbrook & Associates including providing access to QuickBooks.
  - The office staff, volunteers and Wilke & Associates will develop the warrants and pay the bills for May.
  - The Finance Committee has reviewed the NVC Financial procedures and processes with a final draft version of the document provided to the Overseers separately. The document is on the May agenda for review and approval.
  - The interim Office Manager continue to perform the finance manager duties until the approved Office Manager position is filled.
- **Audit**
  - Progress continues to be slow. The interim bookkeeper has identified entries that need to be corrected and is working on them as time permits.