

Treasurer's Report 10/09/2022

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

- **Warrants and Monthly Reports**

- NVC continues the transition to providing monthly warrants on a timely basis.
 - Warrant status is provided in a separate document.
- No monthly financial reports are available.
 - See specific comments below.
- September Bank Statements were provided to the office.
- Bank balances as of October 6, 2022 were provided to the Overseers, Officers and NVC Staff.
 - The Utilities Superintendent continues to have access to the bank account for viewing both daily balances and transactions as well as access to QBO.

- **Bookkeeping**

- Overseer Fred Lincoln continues to assist the NVC Treasurer and President in working with the NVC Office and accounting firm in the preparation of the monthly warrants given the absence of an Office Manager.
 - The process for collecting the invoices, preparing and reviewing the audits and paying the bills continues to be very complicated, requiring significant volunteer time to complete and often not within the timeline preferred by the Board.
 - August warrants have been reviewed and corrections are pending. September warrants are being prepared.
- Data entry errors have been noticed in NVC's general ledger. A process needs to be developed and staff identified to review the general ledger, identify corrections, get the corrections put into QBO and then the general ledger reviewed to ensure the corrections were implemented.
 - Once the initial corrections are made, a process to review regularly must be established.
 - Accurate statement of financial position and financial activities are not possible until the corrections are made.

- **NVC Business Office Functions**

- Routine Office Functions continue to be distributed to the interim office manager, office assistant, billing clerk and volunteers. Current volunteers include the NVC Treasurer, President and an Overseer, Fred Lincoln.
 - Day-to-day office activities supported over the past month include review and coding of selected invoices, administrative support for preparing the warrants; review of outstanding payroll issues, bank

account management; audit support and, answering questions from vendors.

- Office demands continue to exceed the existing allocated staff time and available volunteer time. Many essential NVC office functions continue to be delayed or not completed.
- Personnel costs assumed in the General budget were provided to the Utilities for review as part of the annual budgeting process.

- **Payroll**

- Bangor Payroll provided detailed timecard information showing the hours charge for each position: Collection Operator, Distribution Officer, Village Agent, along with snowplowing and unattributed holiday time. The hours charged through 10/3/2020 are summarized in the table below.
 - The report provided hours only and not total wages, benefits, taxes, etc.
 - For these three positions, someone will need to use the weekly timecard and paycheck information to correct the payroll information

Type	Collection Operator	Distribution Officer	Snowplowing	Village Agent	Holiday (Unattributed)	Grand Total
Emergency	1			0		1
Holiday			7		42	49
Regular	183.5	642.5	107	776		1709
Vacation				21		21
Grand Total	184.5	642.5	114	797	42	1780
Percentage	10.37%	36.10%	6.40%	44.78%	2.36%	100.00%

for Jan – Jun and then to enter the correct information from June – present and then going forward.

- Payroll for June to present needs to be reviewed and entered into QBO.
- A regular process for reviewing and entering payroll needs to be defined.
 - Currently not supported by P&A. Wilke & Associates has been asked if they can support this activity through the end of the year when it would then be taken over by P&A.
 - If time permits, the payroll process will be reviewed to find a simplified way for recording payroll information into QBO.

- **Audit**

- Purdy Powers has resumed the audit with requests for additional documents as well as clarification on balance sheet items.
 - The Office and Treasurer and responding to the requests as time permits.
 - A new accountant has been assigned to NVC by Wilke & Associates.
- No specific timeline was provided for completing the audit.