

Treasurer's Report **02/13/2022**

- **Warrants**
 - Warrants will be available at the meeting for review and signature by the Overseers.
 - Warrants and bills are being done by hand for the January bills as the transition is being done from NR Bookkeeping (Dec 2021 warrants) to Wilke & Associates (Feb 2022 warrants). Office staff and Officers are reviewing and assembling the information.
 - In order to maintain appropriate separation of functions an Overseer (Jeffrey Wilt) will be writing the checks for the January 2022 bills with the President signing the checks.
 - Information will be entered into the general ledger after the warrants are approved and bills are paid.
 - Interim Bookkeeping bill paying process (recommended)
 - It is recommended that while Wilke & Associates are performing the accounting, the warrant process resumes to online review and approval.
 - Bangor Savings e-bill function can add up to a 7-day delay in sending out the checks. Moving the warrant review process to before the Overseers meeting the checks can be sent out earlier in the month.
- **Financial Reports**
 - No financial reports are provided due to the lack of bookkeeping support for most of January 2022.
- **Bookkeeping and Finance Manager**
 - Wilke & Associates was engaged as interim Bookkeeping/Accounting firm.
 - The interim Office Manager will perform some of the finance manager duties until the approved Office Manager position is filled.
 - Budgeted and projected 2022 Office budget information was provided at the 02/06/2022 with new positions budgeted for just a partial (10 months) year.
- **NVC Office Support**
 - Provided roughly 20 hour per week on office, bookkeeping and financial management support, including working with office staff, contracted vendors (NR Bookkeeping, Wilke & Associates, Prudy Powers).
 - Worked with NVC overseers, officers and staff on online security issues as it relates to financial matters: secure document repository; NVC's ability to secure Personally Identifiable Information (PII); mechanism for implementing two-factor authentication for access to bookkeeping portal.
 - Gap in bookkeeping services has necessitated the request for an extension for the Workman's Compensation Insurance worker's payroll audit which is due on February 11, 2022.
- **2020 Audit**
 - Continue to work with Wilke & Associates and Purdy Powers to resolve outstanding 2020 audit issues. Work has slowed due to the transition from NR
 - Financial Controls - Needs to be reviewed by the Overseers to ensure that stated controls are followed. (See document repository)