

## **NVC Finance Committee Meeting – Nov. 7, 2022 (5 p.m. on ZOOM)**

Attendees: Fred Lincoln, Wendy Huntoon, Bill Eastty, Jeff Magee, Bill Cressey, Janae Novotny

Highlights of the meeting included the following three recommendations:

1.) NVC Financial Procedures Manual - the committee identified an administrative item noted in the first sentence of the Finance Committee Definition that currently reads “The Finance Committee is a group of not more than **five** individuals that are appointed by the President consistent with the advice and recommendation of the Board.”

**Recommendation to the Board of Overseers:** Based on the current composition/size of the Finance Committee, approve a revision to the first sentence of the Finance Committee Definition to read “The Finance Committee is a group of not more than **six** individuals that are appointed by the President consistent with the advice and recommendation of the Board.”

2.) Based on observations of the NVC Treasurer and others regarding 2020 Audit experiences, the Finance Committee believes opportunities exist to strengthen NVC’s audit processes and improve completion schedule capabilities. These objectives may be accomplished by the addition of appropriate personnel (on behalf of NVC) to influence audit scoping, share in the management of audit conduct, and streamlining the collection and facilitation of artifacts in response to auditor requests.

**Recommendation to the Board of Overseers:** Approve the establishment of an Audit Committee to support NVC annual audits and appoint three committee members annually (beginning with the 2021 audit) that include the NVC Treasurer, a Utilities Department representative, and a member of the NVC Finance Committee.

3.) The computer in the NVC office, a key tool used daily by office staff for managing and storing very large volumes of data critical to NVC’s ongoing operations, is not currently being backed up. This practice places the Northport Village Corporation at high risk of significant consequences in the event of a computer disruption or data crash.

**Recommendation to the Board of Overseers:** Approve an amount not to exceed \$500 toward calendar year 2022 costs for services and/or products that ensure the NVC Office computer is backed up on a continual basis.

Other agenda items included: Committee’s final review of the revised Warrant process; a working plan for the identification and correction of General Ledger gaps (Fred Lincoln action in coordination with the NVC Treasurer); Status of Payroll reconciliation process (ref. Treasurer’s report); Plan for 2023 shared Payroll account; 2024 Audit Kickoff (Jan. 2023); and the need for a centralized electronic document storage repository.

The next NVC Finance Committee meeting is scheduled for Thurs., Dec. 1<sup>st</sup> at 5:00 p.m. EST

Submitted by Fred Lincoln, NVC Board member and Finance Committee Chair