



Office Manager's Report
Overseers Meeting 12/10/23.

The last month I have spent working on the 2021 audit, finding documents, reports and information, then uploading into the Purdy Powers portal. I have not completed this yet but should be done in the next few days. Finding the information has been challenging, so I have been making sure we have hard copies in the office and uploading to the Google Drive. As one final precaution, I will be making a flash drive with all this info on it, and it will be stored in the office. This will be my process going forward as well, so after we get 2022 audit completed, the future audits should go much smoother and be less labor intensive for the office. I would like to thank everyone that helped me in finding the documents needed, the assistance has been a great help. Our audit is scheduled for January 2nd-5th.

I would like to remind everyone that the office will be closed Christmas week, Dec 25th – 29th, and of course for the New Year's Day holiday Jan. 1, 2024. We will reopen on January 2nd, 2024.

I am wishing everyone a Very Merry Christmas and Happy New Year!

Respectfully,

Trish Parker
NVC Office Manager