

Treasurer's Report  
1/10/2023

- Warrants and Monthly Reports
  - December warrants were provided in advance by the Office Manager.
  - Bank Statements through December 2023 are available in the office.
  - Bank balances are provided separately to the Overseers, Officers and NVC Staff by the Office Manager.
  - See information below regarding monthly reports.
- Monthly Reports
  - Monthly reports were provided by the Office Manager as part of the Board package. Documents included:
    - Statement of Activity by Property
    - Budget vs Actuals by Property
  - Corrections to the General Ledger for 2023 based on the provided monthly reports were given to the Office Manager. A copy is attached for informational purposes only.
- Audit
  - 2021 Audit began January 2, 2024, with a meeting with Purdy Powers. Most materials needed for the audit were provided by the Office Manager in advance of the meeting.
    - Subsequently, Office Manager and Treasurer have put in significant effort to provide additional requested documents, research and answer audit questions.
    - General, Sewer and Water financial analysis questions were answered.
    - 2021 Tax Commitment questions were answered with supporting documentation provided to the auditors.
    - Documents provided to the auditors are provided to the Overseers as background information.
  - Audit Committee (see separate report) met to review status and outstanding audit items.
- NVC Document Archiving
  - It is recommended that the NVC implement a sustainable electronic and hardcopy document archiving policy, process and system that is maintained, managed, and administered by the NVC Office Staff, including supervising any technical support contracts.
    - Recommendation includes Office Manager (or equivalent position) having access and control over all NVC related usernames and passwords except those that have specific restrictions that preclude such access.
    - Recommendation includes having a master list of all NVC associated accounts, usernames and who has both administrative responsibility as well as access.

- As background, for the 2021 audit NVC depended on files still maintained by the previous accounting firm NR Bookkeeping. Most files have yet to be archived electronically by NVC.
  - Previously, NVC had electronic files on Dropbox.
  - For 2022, electronic files are primarily stored on the Office Administrator's computer.

## **Draft NVC 2025 Budget Workshop Agendas**

### **Meeting 1**

- 1) Budget overview - format, what has been done so far.
- 2) Input from the Overseers - specifically review the information requested from committee or overseer.
- 3) Capital Budget Planning - identifying capital projects that will be included in the 2024 operating budget.
- 4) Wrap up - next steps (updated budget based on input from Meeting 1 and share updated budget with Overseers).

### **Meeting 2**

- 1) Budget Overview - review what was provided in Meeting 1 and budget impact.
- 2) Collect any remaining input from Overseers not provided during Meeting 1.
- 3) Review budget sections (not line by line yet, but still major areas).
- 4) 2025 Capital Budget projects (if any).
- 5) Wrap up.

### **Meeting 3**

- 1) Budget Overview.
- 2) Collect any outstanding budget information, including capital budget.
- 3) Review line by line (with the assumption Meeting 1 & 2 collected the major information so that the Overseers are primarily confirming line items).
- 4) Wrap up - focus on finalizing the budget and putting it into a format for discussing with the villagers.