

Treasurer's Report  
12/10/2023

- Warrants and Monthly Reports
  - November warrants are provided under separate cover.
  - Bank Statements through November 2023 are available in the office.
  - Bank balances are provided separately to the Overseers, Officers and NVC Staff.
  - See information below regarding monthly reports.
- Monthly Reports
  - The task of generating the monthly financial reports is transitioning from the Treasurer to the Office Manager. Three reports are provided all in draft form.
    - Statement of Activity by Property
    - Budget vs Actuals by Property (in a single Excel file)
    - Statement of Activity by Month. (Note that this report does not breakdown the monthly information by property or class).
- NVC 2025 Budgeting Process
  - General 2025 budgeting process will begin in January 2024
    - Input will be requested from all NVC committees regarding both operating and capital expenses for 2025.
  - Budget Workshop schedule will be discussed by the Overseers at the January 2024 meeting, with a recommendation of at least three workshops scheduled between February 2024 and May 2024.
  - Draft 2025 Budget workshop agendas are provided below for review.

## **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.