

Treasurer's Report  
11/12/2023

- Warrants and Monthly Reports
  - October warrants are provided under separate cover.
  - Bank Statements through October 2023 are available in the office.
  - Bank balances are provided separately to the Overseers, Officers and NVC Staff.
  - See information below regarding monthly reports.
- Bookkeeping
  - Office Manager continues to work with Wilke & Associates on transitioning accounting functions.
  - W&A was provided access to all NVC financial information, including the ability to pay bills or transfer funds online when necessary.
- Audit Update
  - Wilke & Associates completed cleaning up the 2021 General Ledger and the information was provided to Purdy Powers for review.
  - Office Manager has requested the engagement letter from Purdy Powers.
  - Statement of Financial Position for 2021 is available online for the Overseers to review.
- Monthly Reports
  - As part of the transition, Wilke & Associates is catching up on the data entry into QBO. For informational purposes only, the following QBO reports are made available as is to the Overseers by the Treasurer.
    - 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
  - 2025 budgeting process will begin in January 2024 with a draft 2025 budget based on the 2024 budget.
    - Input will be requested from all NVC committees, including the Finance Committee, regarding specific items of interest for the 2025 budget.
  - 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.
    - Workshop agendas for 2023 are provided below as reference.

## **2024 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) 2024 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.