

**Treasurer's Report**  
**06/08/2023**

- **Warrants and Monthly Reports**
  - May warrants are provided under separate cover.
  - Bank Statements have not yet been downloaded.
  - Bank balances as of 06/08/2023 were provided separately to the Overseers, Officers and NVC Staff.
- **Budget Workshops**
  - Draft 2024 budget from 05/28/2023 Overseer Budget workshop is attached.
  - Miscellaneous budget items, identified by red comments, still need to be resolved prior to finalizing the 2024 budget.
- **Bookkeeping**
  - Bills were once again paid incorrectly, including P&A not paying themselves correctly which I believe highlighted the problem to them.
  - New Office Manager has contacted P&A to address and hopefully fix the issues going forward.
- **NVC Business Office Functions**
  - New Office Manager was hired, and onboarding has begun. Access has been provided to QBO and read-only for the BangorSavings Account. Focus for the first few months is on warrant preparation, accurate bill paying and correcting the 2023 general ledger. Additional tasks will be added over time.
- **Payroll**
  - Categorization of payroll amounts by department and input into QBO is still pending completion by Philbrook & Associates. Office Manager will review payroll and provide a means for correcting past payroll information and correctly accounting for it going forward.
- **Audit**
  - Wilke & Associates has been engaged to input JE from 2020 audit and correct the 2021 General Ledger in anticipation of the 2021 audit.
- **Outstanding Accounting Tasks:**
  - NVC continues to have outstanding items needed to NVC's general ledger up to date and in a form which can be audited.
  - NVC Office Manager and P&A tasks:
    - Correct 2023 QBO entries, including by properties.
    - Divide up and correctly enter payroll information to date.
    - Determine the process for dividing up and entering payroll information going forward.
    - Determine process for generating accurate monthly reports (Budget vs Actual).
  - Wilke & Associates
    - JE from 2020.
    - Correct 2021 QBO entries and balance GL by properties.
  - To be determined

- Separate QBO files into three departments Sewer, Water, General
- Correct 2022 QBO general ledger.
- Identify due to/due from for 2022.
- Correct 2021 QBO ledger, including statement of activities and statement of financial position by properties. (Much of this is already done).
- Review due to/due from. Most of this is done. I believe it is the non-payroll that needs to be corrected.
- Enter in the JE from the 2020 audit and generate corrected statement of financial activity and statement of financial position for each department.