

PVS Finance Committee
October 11, 2022 Meeting Notes

Update on bookkeeping/staffing. Tom and Molly reported on interviews with two potential bookkeepers/accountants for contractual assistance with our financial records. They are recommending Stephanie Farley of HireAnAccountant.com, who has her own firm mostly assisting small non-profits with both bookkeeping and higher-level needs. She has two different rates covering each and aims to “work herself out of a job.” She will help us improve and set up systems; verify and run Board finance reports; reconcile accounts; prepare the books for audit; and provide other assistance as necessary. The Committee was supportive of this decision.

Corrections Necessary to Final Fiscal and Accounting Policies and Procedures. The committee discussed the small changes suggested by Rachel at the September Board meeting to ensure they are included. We will ask Rachel to provide full report upon her return and finalize the document as necessary. *(This has happened and Stephanie is reviewing.)*

Review and discussion of Strategic Plan committee goals. The committee reviewed the Finance Committee’s Strategic Planning goals and developed a response.

2023 Budget discussion: The Committee discussed a process for developing the 2023 Budget, given the recent staffing proposal as well as the upcoming decisions to be made at the Board meeting to set fundraising goals. Molly will submit a beginning budget for discussion at the next committee meeting; Dave and Stephanie will help.