

PVS Finance Committee Meeting  
July 27, 2022 Meeting Notes

Update on Reconciliation Project: Our goal is to have both QuickBooks and DonorPerfect reconciled with July's numbers by mid-August for the QB experts, and then the committee, to review so that we can have updated and complete financials for the September Board meeting.

Review of Tom's Short-Term Implementation Memo: after some discussion of the value of having the summarized document in addition to the draft manual, we looked at the memo and where we are with the items on it to date. We talked about seeing the memo, and associated detail-level procedures, as more of a "desk guide" for staff. We also talked about:

- Producing a 2023 budget by month
- How to track pledges and prepaid expenses (Erika offered to help with this)

How to Finalize the Finance/Accounting Policy & Procedure Manual: Molly will accept all changes on the current version and keep the remaining comments for the committee to ensure they have been addresses. She will send the latest version via google drive to committee members for editing.

Our next meeting is scheduled **for Friday, August 26 at noon Eastern.**