

# Villages NW Treasurer's Report as of 20 May 2015

## 1. Current Balances in US Bank (1300, 20 May 2015)

|  |          |             |
|--|----------|-------------|
| VNW Metro                                | 4,788.43 |             |
| 3 Rivers Village                         | 418.60   |             |
| Eastside Village PDX                     | 1,385.62 |             |
| Viva Village                             | 3,709.17 |             |
| Northstar Village                        | 459.86   |             |
| Village without Walls                    | 1,252.42 |             |
| River West Village                       | 603.76   |             |
| Northeast Village                        | 1,849.80 |             |
| Total current posted holdings in US Bank |          | \$14,467.66 |

Outstanding checks as of 20 May 2015:

|                            |                                   |             |
|----------------------------|-----------------------------------|-------------|
| VNW Metro                  | #1004 (86.80)                     |             |
|                            | #1018 (547.00) (mailed this date) |             |
|                            | #1021 (30.00) (mailed this date)  |             |
| 3 Rivers Village           | none                              |             |
| Eastside Village           | none                              |             |
| Viva Village               | #1008 (72.00)                     |             |
|                            | #1009 (131.00)                    |             |
| Northstar Village          | #1001 (172.79)                    |             |
| Village w/o Walls          | #1005 (63.99)                     |             |
|                            | #1008 (78.07)                     |             |
| Northeast Village          | none                              |             |
| Total outstanding          |                                   | \$1,181.65  |
| Actual holdings in US Bank |                                   | \$13,286.01 |

## 2. Recommendations

I received extant financial records from bookkeeper late morning of 17 May. I recommend the following immediate actions to the VNW Board:

1. Conduct the requisite background check(s) of the VNW Treasurer.
2. Authorize the VNW Treasurer to transfer funds within and among the US Bank accounts.
3. Explicitly exclude the VNW Treasurer from the execution of financial instruments (e.g., signing of account checks).
4. Temporarily suspend automated bookkeeping (Quickbooks).
5. Direct the VNW Treasurer to document all transactions in an auditable manner that allows for timely and periodic reporting to the VNW Board and an eventual return to automated bookkeeping.
6. Direct the VNW Treasurer to maintain source records of all internal and external transactions.

Submitted: \_\_\_\_\_ 20 May 2015

Richard T. Eyde