

Treasurer Duties & Responsibilities

Receive all bills and invoices.

Check the PO Box frequently

Pay all bills and invoices

Sign all checks and promissory notes.

Keep proper books of the accounts in Board approved software

Reconcile all bank accounts each month.

Prepare monthly financial statements, Balance sheet and Profit & Loss statements. Send email to each Board Member reporting all bank accounts have been reconciled through the end of the bank statement period, attaching the financial statements.

Prepare end-of-year financial statements for all owners

Prepare draft budget proposals in October and send to Board members.

Bring updated budget proposals and recommended annual assessments to the owners to the November meeting. Board will vote and approve the annual budget and the annual assessments for pond and non-pond owners.

Prepare invoices for all owners with the approved assessment amounts. Mail the invoices and budgets to all owners on or before 1 December each year.

Receive annual assessment payments and deposit in the checking account.

Send reminder emails and updated invoices with a late payment to all owners who have not paid by 1 February each year.

Send late payment notice with the late fee and interest to all owners who have not paid by 2 March each year.

Send final late payment notice to all owners with the late fee and updated interest who have not paid by 17 March each year.

1 April turn the owners who have not paid files over the HOA attorney for further collection action.