

# **MLPOA Job Description TREASURER**

## **Updated July 12, 2014**

### **MONTHLY**

- Obtain and review financial statement from accountant and email to BOD prior to the monthly BOD meeting and be prepared to discuss.
- Review Manor Lands checking accounts online and compare to information provided by CPA to look for double payments, missed payments and deposits, etc.
- At the monthly BOD meeting and at other times via email, obtain all income and expenditures from BOD members and debit card purchases from Caretaker.
- Deposit funds and scan a copies of tall receipts to provide to the CPA with budget codes and descriptions as to what the deposit or expenditure is for (key sales, sticker sales, association dues, etc.).
- Submit bills and requests for reimbursements to CPA to pay and provide details as to what the payment is for. Provide budget codes and ensure CPA records them accurately.
- Update insurance information at any time caretaker, BOD members, parking lot owners, or equipment changes.
- Add additional drivers to insurance as needed for special projects.
- Approve **ALL** purchases and expenditures and ensure budget tracking is done.

### **JANUARY**

- Begin reconciling previous year's expenditures
- Begin preparing proposed budget for following year (to be coordinated with BOD at March meeting and voted on at Annual Meeting in April.
- Update Reserve Fund Analysis as required by Utah Law and prepare presentation for April Annual Meeting.

### **MARCH**

- Present following year's budget to BOD, CPA firm and tax accountant for review.
- Invite Tax Accountant to Annual Meeting
- Prepare a summary of the most recent reserve fund analysis, including any updates, to be included in the spring newsletter.
- Ensure the four winter parking lot owners get reimbursement for use of their lots by March 1st (\$100 each).

### **APRIL**

- Present finalized following year's budget to BOD
- Put together presentation of past year and following year's financial report for Annual Meeting including the summary of the most recent reserve fund analysis and balance of reserve fund (required by Utah law).
- Ensure registration with Utah Department of Commerce is kept current. Entity Number 619219-0140—update registered and new officers. Must be renewed by April 30 of each year. Cost is \$10.00

### **MAY**

- Redo signature cards at Bank/Credit Union with newly elected President, Vice President, Treasurer and Secretary.
  - checking accounts
  - safe deposit box (2 keys should be passed on)

- Savings accounts
  - CD's
- Redo officer's list with Worker's Compensation Fund
  - Names, Driver's license or social security number
- Review all insurance policies:
  - Update driver's list with new BOD members
  - Ensure outgoing BOD members are removed
  - Ensure Caretaker is listed
  - Review all serial numbers/VINS and update on policy
  - Review policy with Facilities Manager for adequate coverage or reduced rate
- Provide updated contact information to webmaster for webpage updates
- Update SPOT/GPS emergency and general contact information
- Update HOA registration with new directors. The law requires each association to update their information with the Utah HOA Registry within 90 days of any change in that information (e.g., after a board election where a new board member was elected, or after changing managers). It is not just a one-time requirement and it's not an annual renewal. It must be updated after any change and all information required by the law for non-condos must be included.

### **Summer**

- Provide personalized letters to the CPA for any delinquent dues members to go out with the monthly statement. The CPA charges very little to include these in the monthly statements they send out.
- Contact attorney and request liens on properties that are two years past due or as requested by the board.
- Review CD's, and other account balances for interest optimization.

### **Fall**

- Obtain budget input from BOD (for year after next) from all BOD members

### **DECEMBER**

- Transfer funds to Reserve fund account until amount established by reserve analysis is reached.
- Transfer unused operating funds for roads to Perpetual road fund (Savings Account) or if operating funds were overdrawn, transfer money from savings to checking or reserves to make up the difference.