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| Hunter's Glen Homeowners Association, Inc. Policies and Procedures | | |  |
| Title: Treasurer Job Description | DOCUMENT NUMBER: | EFFECTIVE DATE: | PAGE 1 OF |
| REVISION NO.: | SUPERSEDES / DATE: | APPROVAL 2: (signature / date) | APPROVAL 3: (signature / date) |
| ORIGINATOR: | APPROVAL 1:(signature / date) | | |

Job Description—Treasurer

Oversees the financial affairs of the association

General

Once or twice each month examine each vendor's invoice and make out a check for payment. In reviewing each invoice:

- Verify that the check amount is the same as the invoice amount, or reconcile the difference
- Verify that the invoice amount is in line with what we agreed upon or expected from the vendor, or reconcile any difference
- Verify that the check amount is being posted to the correct account. For example, if we are paying for an outdoor light, ensure it is being posted to our lighting repairs account rather than to an account like office supplies
- Verify that we haven't been double billed and that a check hasn't already been paid
- Provide financial control by reviewing monthly statements and cash journal for correct allocation to accounts, double billings, and other discrepancies

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| TITLE: | | | DOCUMENT NUMBER: |
| REVISION NO.: | SUPERSEDES / DATE: | EFFECTIVE DATE: | PAGE 2 OF |

- Provide analysis in trends of expense and reserve accounts activity and keep an eye on budget verses actual
- Initiate and ensure completion of annual budgeting process
- Provide visibility of our financial affairs through newspaper articles and reports at board meetings and the annual meeting in the 2nd quarter

As a board member the treasurer should also expect to volunteer for some other tasks and projects as they come up. Distributing the load among all board members and other volunteers helps to keep tasks manageable for everyone.

Monthly

- Ensure copies of unpaid bills, financial statements, audits and other important financial documents are files in the treasures records and that the files remain up to date
- Review current statements and cash journals for discrepancies
- Review all homeowner’s accounts and send collection letters as appropriate
- Report on these affairs at regular meetings

1st qtr

Alert committee chairpersons to submit budget requests for the next fiscal year. The budget cycle is about to begin in preparation of next year’s budget. If there is no active or standing budget committee, the president should appoint one to be on place when the budget cycle begins.

Schedule and preside over a budget committee meeting to review last year’s budget, project expenses and make recommendations.

Review our fiscal requirements in preparation for the budgeting process. We are obligated to review the reserves requirements annually.

Oversee the development of the budget for the coming fiscal year.

Finalize the budget for Board approval. It must be mailed to the HOA by _____ if there is a required dues increase.

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| TITLE: | | | DOCUMENT NUMBER: |
| REVISION NO.: | SUPERSEDES / DATE: | EFFECTIVE DATE: | PAGE 3 OF |

Treasurer's Inventory

The treasurer is responsible for maintaining a complete set of Association financial records. The incoming treasurer will coordinate with the outgoing treasurer to transfer one or more boxes of records, which include:

- The HOA budget
- Financial statements
- Disbursement journals
- Copies of vendor's invoices
- Copies of CD and other bank statements
- P.O. Box key

Monthly you will receive statements and invoices. File them in the appropriate folders. Annually, (or as they fill up) start new folders. Keep them neat and organized for the next treasurer.