

SBHOA TREASURER'S RESPONSIBILITIES

- * A separate letter detailing dues payment responsibilities is mailed to all SB residents. Posting of all deposits received of annual dues, legal fees and covenant violation fines.
- * Generation of all fine and legal fee invoices related to covenant violations, fine interest and legal fee invoices, etc. These will be posted to applicable customer master records in QuickBooks; see above.
- * Posting of incoming funds received to applicable customer's accounts: ie; interest payments, dues, fines, etc.
- * Maintenance of SBHOA checkbook.
- * Responsibility of postal lock box key. Weekly pickup of mail from Nassau (Lewes) Post Office; distribute accordingly. Between the months of December-March, pickup of mail should be done semi-weekly due to the receipt of dues payments.
- * Receipt of all incoming vendor invoices for payment. Ensure work has been completed or products/services received. Generate on-line payments to invoices based on due dates of invoices. Obtain President's approval on all invoices before payment is made.
- * Receipt of all incoming expense reports from Board members detailing expenses paid out of pocket that need to be reimbursed. Ensure receipts accompany expense reports. Generate on-line payments to expense reports. Obtain President's approval on all reimbursements before payment is made.
- * Maintain files on all outgoing expenses paid; ie; copies of invoices with payment information.
- * Maintain files of specific letters received from residents, law firms, etc. that maybe needed to support legal actions.
- *Interact with HOA attorney on collection items, letters to be sent, liens to be placed, wage garnishments, etc.
- * File, pay and maintain files of franchise tax payments made annually.
- * Maintain files of all annual income tax files. Send applicable financial information to Accountant at year end to ensure taxes are filed and annual audit/review is performed.
- * Receipt of on-line monthly bank statement and completion of bank account reconciliation. President to review completed monthly bank reconciliation before filing. Ensure new signature cards are completed for on-line banking access.
- * Generate monthly Profit/Loss Report, Balance Sheet and Treasurer's Report for presentation to the Board. Generate annual Profit/Loss Report and Balance Sheet for presentation to the residents at the annual meeting and for any year end audit/tax preparation.

* Generate annual budget comparison to actual for presentation to the residents at the annual meeting. Generate annual budget for the new year for presentation to the residents at the annual meeting.

* Generate monthly Delinquent Report detailing residents who are in arrears relating to payment of dues, fines, legal fees, etc. Send report monthly to Board for review and discussion.

*Obtain RFP's when necessary for HOA outside contract work; ie: annual snow plowing & common area mowing/trimming.

* Meet with President as is necessary to go over specific Treasury related items.

* Registered agent for the HOA