

Beaumont's Seven Harbors White & Duck Lake Association

Role of Treasurer (updated 8//14/2021)

Treasurer is generally responsible for all budgets, finance, and bookkeeping matters for the Association.

Quick Books Accounting software knowledge is required.

Key duties and responsibilities: See below for more details

- Prepare invoices with different maintenance fee rates for all members.
- Print and mail all billing statements for association dues and special assessments.
- Collect payments for dues, special assessments, deposit in association checking account and update system.
- Prepare and mail payments authorized by Seven Harbors Executive Board.
- Prepare monthly and annual Treasurer's and expense report for delivery at General Meetings.
- Prepare Association tax return, 1099 for vendors & 1096 for IRS.
- Record all transactions in the association's financial software (Quick Books)

GENERAL DUTIES REQUIRED

April - Oct	Attend General Membership meetings	25
April – Oct	Attend Board meetings (may be additional special meetings or during Nov – March)	35
April - Oct	present monthly Treasurer's Report and budget at the Trustee and General Membership meetings - April - October	
April/May	Prepare budget for new year (6/1 – 5/31). Show actual cost in budget and recommend new budget numbers. Gather quotes from vendors for budget activities. Work with board on dollar amounts for budget items.	20
March	Prepare Association tax return with CPA	10
May & June	Reconcile \$ available for Bike Parade from balance and collections. Work with or coordinator all picnic related needs, food, portable toilets, tent, childrens activities, no parking signs etc. Make applicable payments and reconcile at end of picnic.	15
July - Sept	Reconcile \$ available for Golf Outing from balances of prior year. Work with GO coordinator to let them know the available \$. Collect and deposit funds paid for golf outing and keep track to prepare list of all names and payments. Work with coordinator to make applicable payments for GO. Reconcile after golf outing to show any profit made. (The board will usually have some things they may use part of the profits for.)	25
August	Prepare late (past due) invoices. Print, stuff, stamp and send	25
Aug/Sept	Prepare for annual election. Run final report of paid up members for signing in at meeting and include space for signature and proxies and # proxies, Prepare ballots and tallying reports. Recruit volunteers to run the election, typically 3 non-board members.	15
Aug/Sept	Prepare for and arrange annual audit of books	20
Aug/Sept	Organize election committee with President	
September	Update LARA Corporate Filing System, Annual Report	3
December	Order new year membership cards with 2 sides to show member name and address.	2
	Create and print membership insert to be sent with card to members each year after receiving their dues.	2
Dec/Jan	Request Township records by sidwell and compare by sidwell to QB data for changes in ownership.	40
	Make needed changes in system prior to January billing	10
January	Prepare invoices, ensuring appropriate amount per property is billed and past due amounts are reflected.	50
	Print invoices, stuff envelopes with return address, stamp and mail at post office by 1/31 each year	10
January	Any returned mail requires follow up to verify owners address, resend if necessary	3
January	Prepare vendor 1099 & 1096 sent out to vendors and Federal Government by January 31.	3

Ongoing	Go to Post Office to pick up mail from PO Box 3 times weekly.	
Ongoing	Collect payments and record in database – Reconcile each deposit with bank statement. Prepare member card for paid up members with name and address and mail.	200
Ongoing	Prepare member cards for paid up members with name and address. Stuff, stamp & mail	30
Monthly	Reconcile bank statement with Quickbooks accounting system monthly.	20
Monthly	Prepare Treasurers report – reconciling collection types (membership, Bike Parade, Advertising, Golf outing, etc) to show each on report. Show all payments by category on report, and balance of special funds (bike parade, entrance donations, Golf outing etc.) on each report.	25
Ongoing	Make all adjustments required due to foreclosures and bankruptcies. Note: this requires much correspondence with banks, property owners, etc to determine what amount cannot be collected	10
Ongoing	Prepare requested status letters for Title companies and banks when homes are being sold.	30
ongoing	Keep budget to actual report up to date each month	10
Ongoing	Maintain cash disbursements and make applicable payments approved within Budget or approved with motion from board and record in system.	40
Ongoing	Be prepared to receive calls 24/7 from members, vendors and real estate firms	30
Ongoing	Send Welcome Letter to new homeowners, which requires determining if move in date requires they owe dues for the year or not. Send invoice for dues if required. Check Oakland Co. or Highland Couty website to determine who the new homeowner.	30

Add on's	Newsletter - Create newsletter, send to printer, print labels take printed newsletter, labels, postoffice form for bulk mail, seal dots to newsletter team.	50
	Research financial and tax considerations where required	10
	Prepare special reports at the request of members of the Board	40
	Be a major participant in any special projects	20
	Prepare post and bill any special assessments passed by the membership	TBD
	Maintain master mailing list and update with Newsletter person for printing of labels.	10
	Work with vendors on project cost and collect W9's & Certificate of Liability Insurance	30
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