

Beaumont's Seven Harbors White & Duck Lake Association

Role of Treasurer (updated June 2024)

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 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)
Reconcile monthly all Credit Union accounts in Quickbooks
- Prepare Newsletter and submit required forms to postoffice.
- Conduct yearly Audit

GENERAL DUTIES REQUIRED

		Hours
Jan - Dec	Attend General Membership meetings	12
April – Oct	Attend Board meetings	15
Jan-Dec	present monthly Treasurer's Report and budget at the Trustee and General Membership meetings	5
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	5
May & June	Reconcile \$ available for Bike Parade from balance and collections. Work with coordinator on picnic related needs, food, portable toilets, tent, children's activities, no parking signs etc. Make applicable payments and reconcile at end of picnic.	15
June	Pay \$1.00 to Eagles for yearly meeting room rent as stipulated in agreement when building sold to the Eagles.	0.2
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.	25
May	Prepare reminder invoices for all members that have not submitted payment. 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	10
September	Update LARA Corporate Filing System, Annual Report	2
October	Submit Dust Control Reimbursement for to Highland Township by November 1st.	1
Dec/Jan	Create and print membership insert to be 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.	20
	Make needed changes in system prior to January billing	5

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. Verify who is paying the taxes through Highland Township website.	3
January	Prepare vendor 1099 & 1096 sent out to vendors and Federal Government by January 31.	3
Ongoing	Send Boat Slip administrator paid dues update along with applications that arrive through P.O. Box. Report setup in QB's to retrieve dues balance "Boat Slip List", the Alt. Fax field in customer information must contain the phase "Boat Slip List".	2
Ongoing	Go to Post Office to pick up mail from PO Box 2- 3 times weekly.	70
Ongoing	Collect payments and process in Quickbooks. Merchant services collected and processed different than regular payments since fee is collected and expensed the next month. Deposit checks, cash and money orders to Credit Union.	200
Ongoing	Prepare membership flyer for paid up members when they pay their dues. Create address labels, stuff, stamp & mail	30
Monthly	Reconcile Genisys CU & Lake Mich CU statement with QuickBooks accounting system monthly. Print and file along with Treasurers report in Treasurers Rpt folder.	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	Prepare requested status letters for Title companies and banks when homes are being sold. Track homes for sale through Oakland County Clerks Office to determine when sold and names of new owners.	30
Ongoing	Keep budget to actual report up to date each month	10
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 County website to determine the new homeowner.	30
Ongoing	Newsletter - Help with creation of newsletter, send to printer, fold and attach sticker to close pamphlet, print labels, take to postoffice with filled out form for bulk mail. Addresses in label database need to be revised before each mailing to eliminate the members that opted out of receiving paper copies.	50
Ongoing	Pickup office supplies	8

Add on's

Research financial and tax considerations where required	10
Prepare special reports at the request of members of the Board	20
Handle all financial transactions and reporting for any special projects	20
Prepare post and bill any special assessments passed by the membership	TBD
Maintain master mailing list and update with Newsletter members for printing of labels.	10
Work with vendors on project cost and collect W9's & Certificate of Liability Insurance	20

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