Key Highlights of Andover Glen HOA Treasurer Position

Note: Andover Glen HOA currently uses QuickBooks Pro 2020 as its accounting software. The HOA’s method of accounting is Cash Basis, with a Fiscal Year of July 1st-June 30th.

**MONTHLY:**

1. Pay Bills via Online Banking for those vendors authorized by the Board and write manual checks for all other expenditures, obtaining 2 authorized signatures for all manual checks. Deposit any receipts received for the month.
2. Record all of the monthly cash receipts and disbursements into QuickBooks Pro software (QB).
3. Reconcile the Bank Statements (currently Bellco Credit Union) to the QB financial statements.
4. Send the (1) Balance Sheet, (2) P&L compared to Budget, and (3) Monthly Transactions Report to the Board Members for review and inclusion into the monthly board package sent to all homeowners. The Board formally approves the Monthly Financial Statements each Board meeting.

**ANNUAL:**

1. Prepare initial draft of the annual operating budget for discussion and input by the Board
2. Coordinate with our Tax Professional for the preparation and filing of out fiscal year end (June 30th) Federal and State tax returns.
3. Assist in the annual review Insurance review and renewal process as needed and directed by the Board.
4. Collect the Annual Dues from each homeowner; and sending out late notices to homeowners as necessary.
5. Deposit all checks received into the Bellco CU checking account.

**HOME SALES:**

1. The Treasurer will receive the Transfer letter from the title company for each home sale and executes the document per the required instructions from the title company. Currently, the Board has authorized that the HOA collect a $300 transfer fee from the selling homeowner; payable to the HOA. Upon closing, the check is sent to the Treasurer for deposit.