



## Assistant Treasurer Responsibilities

1. Pick up mail at Bonney Lake Post Office at regular intervals. Sort mail and distribute to appropriate Board members/committees.
2. Receive and post payments to accounts receivables.
  - Copy all checks received.
  - Make deposits at bank.
  - 5/15 Annual Assessments – Create invoices, print, fold, stuff envelopes, stamp and mail.
  - 8/1 – Assign late fees on all past due assessments
  - 1<sup>st</sup> of Each Month – Monthly statements – Print, fold, stuff envelopes, stamp and mail.
3. Maintain and reconcile checking and savings accounts.
4. Manage payroll:
  - Prepare monthly payroll for both the Assistant Secretary, Facility Manager and Assistant Treasurer.
  - Prepare bi-weekly payroll for lifeguard, hut and park workers.
  - 15<sup>th</sup> of Each Month – Prepare and make payroll tax deposits at bank (Federal Withholding, Soc. Sec., Medicare).
5. Receive pool, park and lake monies and make deposits.
6. Manage membership information:
  - Maintain accurate list of members, their mailing addresses and amount owed, if any.
  - Provide current membership lists to Board members.
  - Provide current membership lists to pool hut for admittance to pool.
  - Prepare and distribute membership packets.
7. File liens on all properties as needed.
8. File lien satisfactions as dues are paid.
9. Prepare forms as requested by title, escrow and mortgage companies.
10. Troubleshoot accounts; answer members billing questions.
11. Prepare quarterly (April, July, October, January) tax reports with payment as necessary.
12. Prepare annually:
  - Balanced budget proposal for next fiscal year with each committee's input.
  - Yearly tax return.
  - Non-profit corporation annual report.
  - Financial documents for annual audit of Lake Jane Books.
13. Maintain a supply of stamps, paper, envelopes, etc. needed to operate office machines and day-to-day operations of the Board.
14. Write/archive correspondence, as needed; record/archive the same.
15. Attend and come prepared for Board meetings. Inform President if unable to attend a Board meeting. Duties include:
  - Preparing/presenting the monthly financial report at board meetings.
  - Annually – Preparing/presenting balanced budget proposal for next fiscal year with each committee's input.
  - Providing the budget for June newsletters.
  - Formulating and presenting budget suggestions.
  - Presenting all plans and spending to the Board for approval.
  - Ensuring "Treasurer Responsibilities" document is kept up-to-date.
  - Notifying Secretary of agenda items so that time may be appropriately allocated at Board meetings.



### **Assistant Treasurer Responsibilities**

16. Participate in process for Lake Jane Newsletter (~3x/year)
  - Provide budget and any other necessary financial information.
  - Provide address labels.
17. Assist with annual meeting
  - Review budget for the year at the Annual Meeting and answer all questions pertaining to the budget at that time.
  - Ensure 50 copies of budget are available at the meeting.
18. Assist Secretary and President, as needed.
19. Working with Secretary to ensure reader board is kept up-to-date.
20. Follow Capitalization Policy approved on May 21, 2009:  
*Property and Equipment are recorded at cost. Expenditures for maintenance and repairs are charged to expense as incurred. Expenditures determined to represent major additions and betterments are capitalized. Depreciation is provided on the straight-line basis for the financial reporting process. All expenses \$500 and over will be considered for capitalization. The Treasurer of the association will keep a record of all expenditures that fit the above criteria and turn that information over to the auditors for the yearly fiscal audit.*
21. Provide all documents as directed by legal counsel.