

Hatcher Estates

Home Owner's Association

Hatcher Estates Homeowner's Association Treasurer Job Description

The following is presented as minimal responsibilities in the area of Hatcher Estates Homeowner's Association Treasurer. "Robert's Rules of Order Newly Revised" shall govern HEHOA.

The treasurer is the custodian of the funds, securities and financial records of the association. When the association has a manager or management company that actually handles the funds on a daily basis, the treasurer's duties will include overseeing the appropriate people to ensure that the financial records and reports are properly kept and maintained. Unless the by-laws otherwise specify, the treasurer is responsible for coordinating the development of the proposed annual budget and for preparing and giving the annual financial report on the financial status of the association.

The treasurer does not have the authority to bind the association or the board of directors in dealings with third parties unless the board has provided express authority for the treasurer to do so. As with the association's secretary, the treasurer does not have to perform the day-to-day record keeping functions of the association when this responsibility is transferred to a management company, but the treasurer will ultimately be responsible for ensuring that the financial records of the association have been maintained properly in accordance with sound accounting practices.

-Preparing and submitting the HEHOA annual tax documents.

-Obtaining receipts, reviewing and liquidating any authorized purchases in direct relation to HEHOA business.

- Make trips to post office periodically during the year to collect the dues.
- Record the payments on pc and/or hard copy.
- Endorse the checks, prepare the deposit slip and take to the bank.
- Do online banking with payments as applicable.
- Receive bills from various sources during the month and issue payments through online banking.
- Review monthly bank statement.
- Prepare financial statement and update monthly.
- E-mail the President of Hatcher Estates Homeowner's Association monthly updates.
- Keep a roster of all homeowners, keep records of paid members. (copy to president)
- Responsible to mail out two notices for dues per year (Dec, Jan)
- Responsible to make phone calls from time to time as a reminder of dues.
- Responsible to mail out to the families by names that haven't paid dues.
- Responsible to mail or drop off a note (about dues) to new families that have moved in to Hatcher Estates Homeowner's Association about being a member as we are a volunteer organization.
- Work with the president on budget for annual HOA meeting.

Estimated time commitment per month: 1-2 hours. Tenure: 1 year.

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Each board & committee shall receive complaints, ideas from members (who have paid dues & live in Hatcher Estates) on any matter involving HOA functions, duties & actives within its field of board or committee. Refer them to such other committee or officer.