

POFHOA

Treasurer

Roles and Responsibilities



The Post Oak Farm fiscal year begins October 1 and ends September 30 each year.

The Treasurer position is the only one where the annual dues are waived.

This position has no limit to the years it can be held.

JANUARY

Insurance premium due

Prepare 215 resident HOA dues statements.

- Run mail merge (MS-Word). **Print dues on colored paper that matches the Resident Directory**
- Print labels (laser).
- Cull dues for those prepaid via title company (SOLD REFI)
- Collate remainder—watch for rental properties
 - Rentals should NOT be sent to house but to owner
- Use return address stamp and postage.

Collect mail from PO Box once a week, and two times a week during the last half of January after the dues statements are mailed.

Pay bills (gas / electric / wastewater etc.)

FEBRUARY

- Collect mail from PO Box twice a week for the month.
- Prepare swimming permit for Johnson County Environmental
- Assemble list of AD`s for preparation of Kansas Annual Report (due by June), and submit when complete.

MARCH

- Collect mail from PO Box twice a week 1st through 15th, three times a week during the last half of March
- File pool permit.
- If management (lifeguards etc.) changes, alert Johnson County Environmental w/ contact info

IMPORTANT Send out a “late dues letter” to delinquent residents. The deadline for paying dues is March 31. Make accommodations to collect by personal delivery to Treasurer.

APRIL

DEPOSITS: follow January description, grace period at treasurer`s discretion, then late fee applied

- Collect mail from PO Box twice a week 1st through 15th, once a week during the last half of April.
- Turn on telephone (AT&T or other POTS provider) near end of April.
- Begin trash pickup (take off vacation status) depending on pool work performed.
- Compile list of delinquent properties for AD`s, and President—publish in a POFHOA newsletter.
- Assure that **Resident Access Cards** and delinquent list are available for AD`s.
- Make a copy of pool permit and have laminated for display in the pool window Box.

MAY

- Collect mail from PO Box once a week.
- Update list of delinquent properties for AD`s, Social Chairman, and President.
- Pay first installment of pool management (as set forth in contract)
- Pool always opens the Friday before Memorial Day at 4:00. Assure operational status.

JUNE

- Collect mail from PO Box once a week.
- Update list of delinquent properties for AD`s, Social Chairman, and President.
- POFHOA newsletter should be published and include the latest delinquent list.
- Pay bills (gas / electric / wastewater etc.)
- Pay June installment to the pool management company.

JULY

- Collect mail from PO BOX once a week.
- Pay July installment to the pool management company.
- Prepare letters for remaining delinquent properties, stating final pay date as July 31, mail by July 15

AUGUST

- Collect mail from PO Box once a week
- Pay August installment to the pool management company.
- Prepare and file liens for delinquent properties (those not paid by July 31)

SEPTEMBER (fiscal year ends Sept 30)

- Collect mail from PO Box once a week.
- Schedule “vacation” (trash) and disconnect (phone) for winter season.
- Close books (no longer write checks) around Sept 20.
- Prepare for treasurer audit (after books are closed) by compiling receipts.
- Prepare MS-Excel workbook.
- Host a financial committee meeting to prepare the next fiscal budget.
- Pick up annual meeting postcards, address, and apply postage and mail to home owners.

OCTOBER (new fiscal year)

- Collect mail from PO Box once a week.
- Compile financial report/budget and annual meeting agenda, print 50 copies, double-sided.
- Purchase two cases of bottled water and three dozen cookies for annual meeting attendees.
- Join new President at bank to get signature cards and transfer Checking Account and Safety Deposit Box.
- Update MS-Excel workbook for new fiscal year. Retire previous year and start with new workbook transfer.

NOVEMBER

- Collect mail from PO Box once a week.
- Federal Income taxes are due by the end of the month. Use EFTP site after completing form 1120-H, **IMPORTANT** The tax preparation, form 1120-H, is not always updated so write in the correct year if it's not current.
- The Resident Directory is updated every year and printed at Proforma (8218 Nieman Road). When notified, pick them up, pay the bill, and either deliver them to the Area Directors or notify them to pick them up for distribution. The number of homes in each area is on the Area Map tab on our Web site.

DECEMBER

- Collect mail from PO Box once a week.
- Pay property taxes to Johnson County Treasurer, three (3) deeded parcels but may be combined in one check.
- Collect Christmas lighting votes from Area Directors and assemble them to determine the winners. Give winner's names to the President to award. Purchase gift cards (\$50, \$25, and \$10) from Home Depot for the winners. Check rules for Christmas Lighting on the More tab on our Web site.

Monthly

DEPOSITS:

- Complete POF portion of statement
- Enter dues into MS-Workbook.
- File paper statements into appropriate property folder.
- Photocopy checks prior to bank transfer.
- Staple copies of checks with deposit receipt.
- Keep deposits separate but available. (Number them in ascending order.)

Provide a Monthly financial statement to the President.

- This statement is an accounting of all expenditures and receipts for the month.
The report shows, by expenditure type, how much was spent that month with a comparison of how much was budgeted for the month.
- Provide bank reconciliations along with reconciliations, bank statements, cancelled checks, and the invoices paid.
- Pay bills (gas / electric / wastewater/trash, etc.)
- Trash pick-up is on Tuesdays. They do not collect yard waste.

General

- Any check written over \$1,000 requires the signature of both the President and Treasurer.
- Copies may be made at FedEx (Pflumm and 95th St.) or Proforma (8218 Nieman Road).
- The maximum annual dues may be increased each year not more than 5% above the maximum dues for the previous year without a vote of the membership.

Ad Hoc (as needed)

- Release liens as paid by title companies for delinquent properties.
- After receiving receipts, write checks to reimburse expenditures by the board and/or committee members.
- Purchase office supplies (stamps, envelopes, staples, pens, labels, colored paper) as needed.
- If a transfer to contingency is approved by finance and annual meeting attendees, arrange for President and Treasurer to open a CD account (or other vehicle) for contingency.

- General updates to Operating Account worksheet in MS-Excel all year.
General updates to POFHOA Dues worksheet during collection portion of year.

Rev. 11/18/2017

Bylaws for the Treasurer

The Treasurer shall have the care and custody of and be responsible for all the funds and securities of the association, and deposit all such funds in the name of the Association in such bank or banks, savings and loan, trust company or trust companies or safe deposit vaults as the Board of Directors may designate.

He shall sign, make, and endorse in the name of the Association, all checks, drafts, warrants, and orders for the payment of money, and pay out and dispose of the same and receipt therefore, under the direction of the President or the Board of Directors.

He shall exhibit at all reasonable times, his books and accounts to any directors or members of the Association upon application at the office of the Association during business hours.

He shall render a statement of the condition of the finances of the Association at each regular meeting of the Board of Directors, and at such other times as shall be required of him, and a full financial report at the annual meeting of the members.

He shall keep correct books of account of all its business transactions and such other books of account as the Board of Directors may require. He shall notify members of their annual assessment as levied by the Board of Directors and, under direction of the board, effect collection of same.

He shall do and perform all duties pertaining to the office of the Treasurer.

He shall have his books audited at the end of each fiscal year by three members of the Association who are not directors. At the discretion of the Board of Directors or Audit Committee, he shall have his books reviewed at the end of each fiscal year by a certified public accountant chosen by the Board of Directors, with the same to result in a written opinion of the said certified public accountant (compilation report).

He shall be custodian of the financial records of the Association.

He shall keep accurate records reflecting the owners of the real estate within the district, alphabetically arranged, their respective places of residence, their post-office address, the number of lots or tracts owned by each, and the time at which each person became such owner; and keep such record, subject to the inspection of any member of the Association, and permit such member to make extracts from said books to the extent and as prescribed by law.

He shall present to the Board of Directors at their stated meetings all communications addressed to him officially by the President or any other officer or member of the Association.

Sec. 4 -- Bond. The Treasurer shall be required by the Board of Directors to provide bond which shall be paid for by the Association.