

Treasurer - job description

January

Coordinate with the secretary to send out the notification for the annual meeting. The notification should include the notice, proxy, proposed budget, and income statement for the prior year and should be mailed 30 days prior to the meeting.

February

Present the income statement and the proposed budget at the annual meeting.

Send out the annual bills as soon as the minutes are available.

Get new board members to contact Julie Ockler at TrailWest Bank (626-4500) so that a new signature card can be prepared. Then get everyone to get to the bank and sign the card (this will be the hardest part of your job!). All board members are on the account and checks require two signatures.

By March 15

File the US Income Tax Return for Homeowners Associations, Form 1120-H. Form is available on irs.gov and only requires 3 amounts from the income statement.

By April 15

File the Montana Corporation Annual Report with the Secretary of State. This is filed on-line and in 2016 there was a \$20 charge. The form requires the names of the current officers of the Board.

July

PO Box rental is due

November

Insurance is due

Monthly

Balance checkbook using Excel spreadsheet

Present income and expense report at board meeting

Present spreadsheet containing homeowners dues paid and owed at board meeting

As needed

Check the PO Box for mail

Deposit homeowners' fee payments

Pay bills (Republic Services [trash] is paid automatically) Two signatures are required on all checks.

File liens for unpaid HOA fees