

WPOA Treasurer Responsibilities

Month	Activities
On-going	<ol style="list-style-type: none"> 1. Obtain mail from PO Box at least once a week. 2. As dues come in, prepare deposit slips, bring to bank, post payments to accounts, perform book keeping in Quick Books. Transfer percentage of income to the savings account for each deposit made. 3. Month End – Bank statements are received at the end of the first week of the month. They must be reconciled in QuickBooks. 4. Reconciled bank statements and checking activity must be prepared and presented at the monthly Board meeting and submitted to the Secretary for inclusion in the minutes. Approval of the minutes by the Board signifies approval of the reconciliation. 5. Review the homeowner accounts in QuickBooks on a monthly basis. If a unit is behind in dues, follow the Late Payment policy, i.e. email, demand letter, lien and interest on the account. 6. Pay bills as they come in. 7. As new vendors are hired (non-corporate), ask them to fill a W-9. This is in preparation for the 1099 in January. 8. Respond to questions from title companies and real estate agents. When units are sold, there is a form they will provide that needs to be completed and sent back.
January	<ol style="list-style-type: none"> 1. 1099 forms are due to vendors by 1/31. Insure that all vendors who are supposed to get a 1099 are indicated correctly in Quick Books. Contact the company and use a W-9 to obtain the TIN, if needed. Purchase forms in Office Depot. Follow the directions in QuickBooks. 2. 1096 form is due to IRS. This is also generated by QuickBooks. If ordered early enough, the forms can be ordered from IRS online who mails them (they are not downloadable). 3. Obtain CPA bids for YE Financial Review. Present to the Board for approval.
February	<ol style="list-style-type: none"> 1. Prepare Federal and State taxes. Note that taxes for HOA's are due March 15th, not April 15th. 2. Work with CPA during Feb-Mar.
March	<ol style="list-style-type: none"> 1. YE Reports are due to all homeowners at the end of March. The CPA review report is mailed electronically. 2. During the last week of the month, generate and mail invoices for 2ndQtr.
May	<ol style="list-style-type: none"> 1. Prepare presentation for Annual Meeting. 2. After the annual meeting and the new board is elected, file an amendment to the Annual Report with the Secretary of State. The amendment would show the new officer names.
June	<ol style="list-style-type: none"> 1. During the last week of the month, generate and mail invoices for 3rdQtr.
August	<ol style="list-style-type: none"> 1. PO Box fees are due in this month. The Post Office will send a bill to the PO Box.
September	<ol style="list-style-type: none"> 1. During the last week of the month, generate and mail invoices for

	4thQtr.
October	<ol style="list-style-type: none">1. Begin budget process.2. Review/ update Reserve Study
November	<ol style="list-style-type: none">1. Prepare presentation for general meeting.2. Hold general meeting to review/vote on budget for the coming year.
December	<ol style="list-style-type: none">1. File the Annual Report with the Secretary of State. The form should come in the mail early in the month. Make any corrections and mail with check.2. Every two years, the ABN (Assumed Business Name) must be renewed with the State.3. During the last week of the month, generate and mail invoices for 1stQtr.