

### **Treasurer**

The treasurer manages the Association's finances. The Treasurer has custody and keeps account of all money, funds, and property of the Association.

Responsibilities include:

- Keep all financial records and serve as the custodian of securities and funds.
- Oversee the preparation of all financial statements and reports.
- Work closely with other board leaders to plan the annual budget.
- Send invoices annually for Association dues.
- Receive payments/make deposits from residents into the Association bank account as required.
- Pay bills/send payments to various vendors for expenses incurred for Association activities.
- Annually, prepare/file the State report and Federal income tax return.
- When required, advise VP to place liens on houses that are delinquent on their dues payments.