

Brookside Village Association

Office of the Treasurer of the Board

All BVA information is shared through the BVA website. Must be computer literate and have access to Word and Excel.

Officers must read and be familiar with the BVA Policies, By-Laws and Covenants, to be able to answer resident and realtor questions accurately when speaking on behalf of the Board/Association, all communication must be shared with the entire board via board email only.

Should be familiar or willing to become familiar with Quik Books accounting used by our accounting firm.

Is signer on Bank Account and loan papers along with the President and/or Vice President.

Check BVA Invoice emails on a daily basis to approve and forward to the Accounting firm for payment.

Checks Financials on QuikBooks to prepare monthly Budget Report and Account Receivable report for Board Meeting. * See below**

In September, Chairs the Budget Committee along with volunteers and the executive committee to set next year's budget.

In December – If new officers have been elected the Treasurer and President go to the Bank to change the signatures on BVA Accounts. Take a copy of the December minutes/Newsletter to bank showing the new board was voted in at the annual meeting.

January

Treasurer should log onto the Secretary of State Website and file the annual report for not for profits and change the contact names and addresses. Deadline to do this is August 16. Can do it 60 days prior to deadline.

Treasurer will need to notify vendors if their work comp certificate is in arrears.

See copies attached: Balance Sheet, Income and Expenses Comparative Statement, Revenues and Expenses Statement and Delinquents.

A Board Member may miss two bi-monthly meetings per year.

Treasurer elected even years for a 2 year term.