

Prepared by

James Hawthorne, Realty Services 4 You, LLC for NowackHoward

www.NowackHoward.com

This document provides general information and is not legal advice or a legal opinion. Questions should be directed to an attorney.

Creating a Treasurer's Handbook

Introduction

The Treasurer has an important role in protecting and guiding the community. They must work within the parameters of an annual budget while complying with applicable legal requirements, declarations, corporate by-laws, board policies, risk management and investment objectives.

The Treasurer's Handbook provides important information to the treasurer at the start of their term in that position. The information builds confidence and serves as a back-up should key information become lost. The Treasurer's Handbook should be passed on to future treasurers. It may be in an electronic format, print or both, just whatever works for your community.

Here's the type of information you may want to include in a Treasurer's Handbook.

Important Financial Information

- Association's attorney, address and key contacts
- Bank account numbers, name, location, key contacts
- Brokerage account numbers, name, location, key contacts
- CPA Firm name, address, key contacts
- Insurance agent, insurers, key contacts
- Association's federal tax identification #

Financial Policies

- Definitions and terms
- Budget process (1st draft through approval)
- Assessment billing schedule
- Delinquent assessment collection
- Invoice approval process
- Board member expense reimbursement
- Staff expense reimbursement
- Access to financial accounts
- Check signing
- Financial records review
- Replacement reserve policy and funding goal
- Investments
- Record retention
- Passwords – confidential

In addition to policies, copy of the following documents may be included:

- Governing documents
- Contracts with 3rd parties (i.e. management agreement)
- Income tax returns

This list is not all inclusive, just a guideline as to what may be included. Be sure to contact legal, insurance and accounting professionals as needed while developing your Treasurer's Handbook for your community.