

<u><i>Position</i></u>	<u><i>Functions</i></u>	<u><i>Responsibilities</i></u>
<p><b>Treasurer</b></p> <p>2-year term*</p> <p>*except during the transition year, the outgoing treasurer will remain in the position (but not on the Finance Committee) until the Annual Meeting books are closed</p>	<ul style="list-style-type: none"><li>• Member of the Board of Directors with right to vote</li><li>• Chair of the Finance Committee</li></ul>	<ol style="list-style-type: none"><li>1. Oversees the receipts, disbursements, funds and securities of NCDA. The Executive Director (employee of the association management company) shall receive and have custody of all funds. The Treasurer shall review all records produced and kept by the management company's office. The management company office shall review the computer software, hard copies and schedule with the Treasurer.</li><li>2. Renders a quarterly written financial statement to members of the Finance Committee and the Board of Directors and an annual financial report to the membership that covers all accounts. One copy of the statement shall be submitted to the Secretary and one copy to each member of the Board of Directors and of the Finance Committee. One (1) copy shall be retained in the Treasurer's files. Quarterly reports should show the amount used to date per budget category.</li><li>3. Consults with the Finance Committee on matters of budget, financial policy, recommend expenditures and other items of financial business as necessary.</li><li>4. Oversees the management company's deposits of funds in the name and to the credit of NCDA in depositories as may be designated by the Board of Directors. The Treasurer may also deposit funds in accounts in the name of NCDA.</li><li>5. Oversees disbursements of funds.</li><li>6. Assumes objective leadership in matters relating to the financial status of NCDA.</li><li>7. Makes quarterly ledgers and checks register, provided by the Executive Director, available for review by the Finance Committee.</li><li>8. Works with the Executive Director to assure that a professional compilation is conducted annually.(see spell out).</li><li>9. Assures that the Executive Director assumes responsibility for preparation of NCDA US and NC tax returns by a professional tax consultant/CPA.</li><li>10. Assures that the Executive Director maintains official records of all financial transactions of NCDA, including those of the Annual Meeting, and forwards those records to the Treasurer monthly. The records shall reflect the budget, receipts, and disbursements by category and should reflect the balance of cash on hand.</li></ol>

11. Assumes responsibility for all financial transactions. Ensures that the Executive Director maintains invoices and receipts for all disbursements. Ensures that the Executive Coordinator promptly pays all bills upon presentation of vouchers and receipts.
12. Ensures that receipts documented by Executive Director agree with the deposit totals for all receipts received, by checking the receipts/ ledger against the bank statements monthly. The Executive Director should email the Financial Statements, ledgers and AP statements to the Treasurer by the designated day of each month.
13. Makes cash advances under the direction of the NCDA Board. Cash advances are not to be made for less than twenty-five (\$25.00) dollars or more than five hundred (\$500.00) dollars.
14. Prepares in consultation with the Finance Committee (and after consideration of requests from each committee, section and officer) a proposed budget for the following year. The proposed budget is presented to the Board of Directors for vote.
15. Works with the Executive Director to keep the President advised of financial matters and commitments. The President must approve unbudgeted transactions or commitments before they are presented to the Treasurer for payment. The President must approve expenses that exceed the budget.
16. Receives notification from the Executive of any delinquent checks; assures that the Executive Director communicates with the individual/entity for immediate cash payment to settle the account.
17. Supplies to the Board of Directors information on finances that might be relevant to Board of Directors decisions or votes.
18. Maintains files according to good accounting procedures.
19. Ensures that the Executive Director files NC Sales Tax Reports by the 15th of each month.
20. Is bonded, and notifies the bonding company of any changes in officers.
21. Keeps the Treasurer's copy of the Officers' Manual, provides updates and as needed, provides the manual to the successor.
22. Meets with the Executive Director to review responsibilities and communication needs. The Executive Director reviews the check writing schedule and procedures, the software used by the management company office, the ledger, account payables sheet and the check register sheet, any other spreadsheets or tables used for

Incoming  
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financial tracking of day-to-day operations and/or AM operations, and reviews dates for reports to be communicated.

23. Secures a CPA to complete term-end compilations and becomes a reference source throughout the Treasurer's term of office.
24. Actively participates in preparing the financial statements for the Winter and Spring Board of Directors meetings, and budget planning for the year, and becomes an ad hoc member of the Finance Committee after election results are announced

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