BWRMA treasurer and co-treasurer duties

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Overall tasks treasurers

1. Maintain accounting software tracking all income and expenses
2. Issue checks for expenses that are in accordance with the budget or have been approved by special action by the BWRMA board.
3. Prepare budgets once estimates for road maintenance is received
4. Issue request for contributions to the BWRMA road maintenance based on approved budgets
    a. Initial requests sent out via email to most BWRMA lot owners, those without valid emails get paper request via normal USPS mailing
    b. After 60 days, issue a second set of requests to all lot owners who have not contributed.
    c. After 120 days from intial requests for contributions, send out paper requests via normal USPS mailing
5. Prepare annual state reports for association registration
6. Prepare any required US IRS tax return
7. Once a month download bank statements (checking and savings) and confirm entries with the accounting ledger
8. Prepare summary reports as requested for the BWRMA board
9. Once a month check the BWRMA Post Office Box for invoices and checks
10. Deposit of contributions
    a. Make copies of checks
    b. Deposit checks
    c. Attach record of deposit to the copies of the associated checks
    d. Enter the the check copies and record of deposit in the BWRMA binder for the current year (or provide the documents to the treasurer for entry into the binder).

Proposed division of tasks for treasurer and co-treasurer

Treasurer takes primary responsibility for items 1-6 above.
Co-Treasurer takes primary responsibility for item 8 and 9.

When the treasurer and co-treasurer make arrangements if either is going to be out of town for a prolonged period of time for items 2,8 and 9.   It is suggested that the co-treasurer have a copy of the same accounting software used by the treasurer and that once a month the treasurer email the co-treasurer a copy of the accounting data base so that the co-treasurer can check the records as needed when the treasurer is not available.