

DECEPTION PARK VIEW ASSOCIATION

P.O. BOX 2446, OAK HARBOR, WA 98277

DECEPTIONPARKVIEW@GMAIL.COM

BOARD OF DIRECTOR'S POSITION DESCRIPTION TREASURER

The Treasurer of the Association will be responsible for the following per our Bylaws, Article VI:

- Shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Board shall determine
- Shall have charge and custody of and be responsible for all funds and securities of the corporation
 - Review and verify all deposits made into the account by King Water Company
 - Update and print the monthly financial accounting records
 - Provide the Board with current financial reports at every Board meeting
 - Prepare and present yearly financial report at the Association annual meeting
 - Establish the yearly proposed budget to present to the Board prior to the annual meeting and then to the Association at the annual meeting
 - Maintain current plus three years of financial records
- Receive and give receipts for monies due and payable to the corporation
 - Ensure all expenses are paid in a timely manner prior to due dates to prevent any late charges
 - Record and update annual dues paid/received by King Water Company
 - Transfer annual dues received by King Water Company into the water account to the community account
 - Provide annual dues report to the Board at every Board meeting
 - Provide Secretary with annual dues delinquent 30 days after October 31st; currently King Water Company mails letters (Bylaws, Article XI, Section 4)
- Deposit all such monies in the name of the corporation
 - Review and verify all deposits made into the account by King Water Company
 - Deposit any monies received outside King Water Company promptly
 - Reconcile and verify the bank statements monthly
 - Transfer all capital improvement plan (CIP) funds received by King Water Company into the water account to the CIP account every other month in accordance with the billing cycle
- Other duties as may be assigned by the Board from time to time
 - Check post office box minimum once per week for statements and notifications
 - Facebook administrator
 - Webmaster if no one appointed