

# Finance Team and Treasurer Duties

## Introduction

This document defines duties of the Highline Crossing Cohousing Community Association Finance Team and Treasurer. Duties are the routine, recurring functions necessary to support the defined responsibilities and intent of the Team and Treasurer, as defined in the following references:

- [Finance Team Charter](#)
- [Steering Committee Charter](#)
- [HCCCA Bylaws](#)
- [Highline Crossing CC&Rs](#)

## Summary of Duties

Duties of the Treasurer and Finance Team, and who is assigned responsibility for them, are as follows:

Duty	Primary	Backup
<b>Team Administration</b>		
Meeting agendas	John Barry	Chris McGuire
Meeting facilitation	John Barry	Chris McGuire
Meeting minutes	(ad hoc)	Chris McGuire
<b>Steering Committee representative</b>	Cindy Rold	(as needed)
<b>Finance Team keys</b>	Chris McGuire	N/A
<b>Finance Team Google Drive folders</b>	Chris McGuire	N/A
<b>Process Transactions</b>		
Collect community mail	Rebecca Askew	
Manage Finance Team folder	Rebecca Askew	
Prepare folder for bookkeeper	Mark Wilensky (5th) John Barry (20th)	
Process bookkeeper package	Mark Wilensky (5th) John Barry (20th)	
<b>File processed financial documents</b>	Chris McGuire	
Pay community bills (1 <sup>st</sup> Bank eBill)	Rebecca Askew	Chris McGuire Mark Wilensky (tertiary)
Process financial statements	Cindy Rold	
Manage Long Term Reserve accounts	Chris McGuire	Mark Wilensky
Process year-end Financials (includes tax return)	Rebecca Askew	
<b>Annual audit</b>		
Support homeowner sales and Refinancing	Mark Wilensky	
Execute financial documents on behalf of HCCA (Treasurer only)	Rebecca Askew (Treasurer)	N/A

# Finance Team and Treasurer Duties

<b>Annual Budgeting</b>		
<b>Facilitate Annual Budget Process</b>	Chris McGuire	
<b>Update Long-Term Reserve Study</b>	Chris McGuire	
<b>Manage Community Services</b>		
Property Insurance	Rebecca Askew	N/A
Trash & Recycling	Rebecca Askew	N/A
FHA/VA Approvals	Chris McGuire	N/A
Account signatories – 1 <sup>st</sup> Bank (operating funds)	Rebecca Askew Chris McGuire Mark Wilensky	N/A
Account signatories – Key Bank (Long-Term reserve deposit instruments)	Rebecca Askew Chris McGuire Mark Wilensky	N/A
Account signatories – Bellco (Long-Term reserve funds legacy account – token funding)	Rebecca Askew	N/A

## Description of Duties

### Team Administration

#### Meeting agendas

- Prepare meeting agenda, which includes approval of last month's minutes, Financial report by the Treasurer, review any delinquent HOA payments, and other agenda items as needed to address team business.
- Circulate draft agenda with the Team about a week before each meeting
- Publish agenda to the Community via email to Highline Crossing Business (Google) [hccc-business@googlegroups.com](mailto:hccc-business@googlegroups.com) as far in advance of the meeting as possible
- Distribute minutes to the Community via email to Highline Crossing Business (Google) [hccc-business@googlegroups.com](mailto:hccc-business@googlegroups.com)

#### Meeting coordination

- Ensure team meetings are scheduled, and reserved in the Common House on the [community's Google calendar](#), for community visibility, including virtual meeting participation information as needed.
- Guide the team on discussion of agenda items during the meeting.

#### Meeting minutes

- Take notes during the meeting, and draft minutes for communication to the community
- Distribute draft meeting minutes to the Team as soon as possible after a meeting; compile suggested edits
- Post meeting notes to Google Drive (folders under [HCCC Business | Finance | Meetings](#)) as soon as possible after a meeting; ideally within one week

# Finance Team and Treasurer Duties

- Send email to Highline Crossing Business (Google) [hccc-business@googlegroups.com](mailto:hccc-business@googlegroups.com), to notify the community that meeting minutes are posted

## **Steering Committee representative**

The Finance Team representative to the Steering Committee is nominated by the Team and approved by community vote. The representative's duties include:

- Attend Steering Committee meetings or designate an alternate if unable to attend
- Share Finance Team and Treasurer updates with the Steering Committee, including summary of most recent financial statements from the bookkeeper
- Bring Steering Committee concerns related to the Finance Team back to the team (email or at next Team meeting)

## **Finance Team keys**

Keys to the HOA Payment box, community mailbox (1620), and file cabinet will be held by all finance team members. Key management duties include:

- Maintain the [Finance Team Key Inventory](#)
- Hold any spare keys
- Distribute keys to new Team members
- Retrieve keys from departing team members

## **Finance Team Google Drive folders**

- Oversee file folder structure of [Finance Team](#) artifacts on Google Drive
- Work with the Team to ensure file folder structure is consistent, logical, and used as intended; adjust as needed
- Raise potentially out-of-date artifacts to the Team for discussion and update if appropriate, archiving prior versions for historical reference

## Process Transactions

### **Collect Community Mail**

- Check the Community inbound mailbox (1620) frequently, ideally several times each week
- Initiate action on any time-sensitive mail, including bill payments (see Pay Community Bills below)
- Put reviewed incoming mail in the locked HOA payment box

### **Manage Finance Team folder**

- Check the Finance Team folder in the mail room frequently, ideally several times each week
- Review and initiate payment on Request for Payment forms (see Pay Community Bills below)
- After payment, put Request for Payment forms and supporting documents in the HOA payment box
- Check the Finance Team Folder and be sure there are plenty of blank Request for Payment Forms; print/copy more as needed

# Finance Team and Treasurer Duties

## **Prepare Folder for Bookkeeper**

Twice a month (6<sup>th</sup> and 20<sup>th</sup> of each month), the community's Bookkeeper picks up the folder with documents for processing from the HOA Payment box and leaves an envelope with processed documents. The following steps prepare the folder for the bookkeeper to pick up:

- Stamp checks for deposit (mostly community resident HOA payments). Late fees are automatically applied by the Bookkeeper for any HOA dues received after the 5<sup>th</sup> of the month.
- Validate that Request for Payment forms are in good order; signed by authorizing team member, with receipts / invoices attached. Most should also be marked as having been paid (annotation on the Request for Payment form – see Pay Community Bills below).
- Compile vendor bills and bank statements
- Secure the blue folder and leave it in the HOA Payment Box for pickup

## **Process Bookkeeper package**

The bookkeeper processes the content of the envelope prepared by the Finance Team, including payment of any bills not paid automatically or by 1<sup>st</sup> Bank eBill (see Pay Community Bills below). The following steps are performed when the package (usually an envelope sent by USPS) is received in the community mailbox (per Collect Community Mail above):

- Remove and segregate any manual checks provided by the bookkeeper for payment of vendors or community members (see below)
- Set aside bills, invoices, and statements for filing; put all into folder of Team member with designated responsibility for filing paper documents for archival purposes

If any manual checks are enclosed (rare – most payments made by 1<sup>st</sup> Bank eBill in lieu of checks), process as follows:

- Ensure one of the authorized 1<sup>st</sup> Bank account signatories signs it promptly.
- Staple the explanation part of the check to the associated Payment Request Form (part of the transaction record).
- Insert checks into the envelopes provided and mail to the recipient, if payable to a vendor
- Put checks for HCCCA members in their folders. Consider sending a courtesy email to them that they have a check.

## **File Processed Financial Documents**

- Take documents returned from the bookkeeper from folder in the Common House mail room (output of Process Bookkeeper package above)
- File documents in the locked Finance Team filing cabinet in the Common House lower level
- Annually, set up a set of file folders for filing the upcoming year's documents
- Filed documents are pulled for

## **Pay Community Bills (1st Bank eBill)**

# Finance Team and Treasurer Duties

Authorized 1<sup>st</sup> Bank account signatory with Business Banking set up can pay community bills via the 1<sup>st</sup> Bank web site. Entry of an eBill payment on the web site triggers 1<sup>st</sup> Bank to generate and disburse funds to the payee – usually a check sent via postal mail, sometimes an electronic funds transfer (large / high volume vendors). See [HCCA Vendor Payment processes](#) for more details.

- Confirm Payment Request Form, bill, or vendor invoice is in good order. Payment Request Forms should be countersigned by a member of the Governance team the request is related to, with appropriate documentation of the purchase and dollar amount.
- Log in to 1<sup>st</sup> Bank's web site and select "Bill Pay"
- If the payee is not already set up, enter their payment information (name, address, account number, phone) from bill / invoice.
- Initiate payment
- Mark the Payment Request Form / bill / invoice as paid, with date and confirmation code from 1<sup>st</sup> Bank
- Return the Payment Request Form / bill / invoice to the HOA payment box for collection by the bookkeeper (input to Process Bookkeeper package)

## Process Financial Statements

The community's bookkeeper provides financial statements to the Finance Team monthly, after closing the previous month. Statements are sent by email to designated Finance Team member(s).

- Review financial statements, note questions / discrepancies
- Send copy of financial statements, with comments to the Finance Team
- Post financial statements to Google Drive (folder under [HCCC Business | Finance | Financial Statements](#))
- Send email notice to the community via Highline Crossing Business (Google) [hccc-business@googlegroups.com](mailto:hccc-business@googlegroups.com) that the prior months' financial statements are available

## Manage Long Term Reserve Accounts

Funds are periodically transferred from our 1<sup>st</sup> Bank checking account, used to pay operating expenses and emergency ("short term") reserve items, to interest bearing certificates of deposits. By design, HOA dues collected and deposited in the 1<sup>st</sup> Bank account greatly exceed the community's budgeted expenses by an amount agreed by the community to be set aside for long-term reserves. Transferring funds maximizes the interest earning potential of funds on deposit.

- Monitor the balance of the 1<sup>st</sup> Bank Checking account
- Consider (once / twice per year) how much could be transferred to an interest-bearing CD; decide as a team how much and when to transfer
- Work with Key Bank – purchase another CD

CD holdings are "laddered" to assure at least one is maturing on a regular basis, and that new CDs can be purchased with the longer maturity / higher return without compromising liquidity of the community's long-term reserve funds.

# Finance Team and Treasurer Duties

## Process Year-End Financials

- Received from the Bookkeeper and are distributed to the Steering Committee and Finance team in preparation for the January Meeting. All year-end information is given to the bookkeeper.
- Tax forms are prepared by the bookkeeper, signed by moderator if the Steering Committee and are reviewed by our accountant.

## Annual Audit

Annually, the Finance Team conducts an audit of all transactions from a randomly selected month in the previous calendar year. Annual audits are normally conducted in April (relative lull in the team's yearly cadence).

- Finance Team randomly chooses a month from the previous calendar year to audit.
- Pull documents from the previous year's file archive, from the randomly selected calendar month
- Sort audit documents by governance team
- Pull transactions from QuickBooks for the selected calendar month (transactions by team)
- For each QuickBooks transaction, find the associated document – payment request, bill, or invoice, ensure the transaction record and document match, and that payment requests are in good order
- Document any discrepancies
- Report audit completion and results to the community
- Return documents selected for audit to the filing cabinet (re-file)

## Support Homeowner Sales and Refinancing

This process varies a little by lender. The general steps are as follows:

- Complete the HOA forms for home purchase financing, or refinancing. This frequently involves gathering specific financial and legal HCCCA information, follow-up calls and knowing when the closing is scheduled.
- HCCCA may be paid \$100, which goes to the person preparing the forms. No single HCCCA person can earn more than \$599/year for these services or we file an IRS form – which we do not want to do.

## Execute financial documents on behalf of HCCA

- As specified in Section 7.8 (d) of [HCCCA Bylaws](#)

## Annual Budgeting

### Facilitate Annual Budget Process

Budget preparation for the next fiscal year begins in August and ends with a final consensed budget in November for the following year.

- Collect inputs from each team for the Operating budget for the upcoming year
- Validate expected long-term reserve expenditures planned for the upcoming year with the Buildings, Common House, and Grounds teams
- Schedule community budget review meetings (September, October, November); overlap one with the Q4 Community meeting

# Finance Team and Treasurer Duties

- Compile team inputs for operating and long-term reserve items and package for presentation to the community in the first budget meeting (initial draft budget)
- Based on community input, refine the draft budget prior to the second and third budget meetings
- Publish minutes from all budget meetings
- Secure consensus on the budget in the third budget review meeting
- Send consensed budget to the bookkeeper after the 3<sup>rd</sup> community meeting (includes individual household HOA dues amounts; the bookkeeper will set up HOA dues invoices for the upcoming year)
- Publish the consensed budget to Google Drive (folder under [HCCC Business | Finance | Budget](#))
- Advise Steering Committee to set formal approval of the consensed budget by the Association as an agenda item for the Q1 budget meeting in January (HCCCA Annual Meeting)

## Update Long-Term Reserve Study

- Get on the agenda of regular Team meetings – Buildings, Common House, and Grounds Teams – to update the Long-Term Reserve workbook with actual LTR expenditures, anticipated LTR expenditures for the upcoming year, and adjustments to the expected replacement timeline for LTR assets.
- Maintain the Long-Term Reserve workbook with updates from the teams
- Prior to the start of the annual budget process (see Facilitate Annual Budget Process above); update the Finance Team on the forward-looking projection of LTR funds on deposit, based on assumed dues collection, operating expenses, and planned LTR expenditures. This informs Finance Team recommendations to the community regarding how to contribute to LTR in the upcoming year, which informs HOA dues.

## Manage Community Services

Review insurance and compare costs with other companies, review trash collection and compare costs, and any other contracted service.

### Property Insurance

- Annual renewal of property and liability insurance should start well in advance of the annual budget cycle; ideally in the summer, with the intent of ensuring the community's coverage is sufficient and cost effective
- If advised, solicit bids from competing insurance carriers or use a Broker
- Review coverage limits and deductibles with Finance Team members for potential modification, in consultation with the community's insurance agent

### Trash & Recycling

- One member of the Finance Team or the Community monitors the trash for prompt pickup and any problems.
- The contact person at Republic is Cindy Torres: 720-590-4314 and e-mail address: [Ctorres@republicservices.com](mailto:Ctorres@republicservices.com)

# Finance Team and Treasurer Duties

## **FHA/VA Approvals**

- Every other year (odd numbered years) certification needs to be renewed. We need to start well in advance of the due date, which is two years from the prior recertification approval date.

## **Account signatories**

- There are at least two signers for all accounts – the Treasurer and one (or more) other person(s) from the Finance Team.