

NEPCO Board of Directors

Position Descriptions, Responsibilities, Activities and Contacts

Treasurer

Position Description:

NEPCO Bylaws Section 7.04: Treasurer. The Treasurer shall have custody of the funds of NEPCO and shall account to the membership at its bi-monthly meetings and at such other times as may be prescribed by the Board of Directors. The Treasurer shall perform all duties such as ordinarily pertain to the office of Treasurer. The books of NEPCO shall be reviewed at least annually by three members of the Corporation who are not then serving as officers. The Treasurer shall prepare all checks drawn on corporate accounts which must bear the signature of at least two officers.

Responsibilities:

1. Manage all NEPCO bank accounts, income, and expense records
2. Manage all NEPCO's tax obligations to maintain our tax-exempt & non-profit status
3. Manage all mail correspondence at NEPCO mailbox in Monument post office – Box 714
4. Establish NEPCO budget plans for each calendar year, as well as a 3-year plan
5. Manage NEPCO's annual membership invoices & collections
6. Document monthly Treasurer Reports for all Board & Membership meetings
7. Consolidate/update PowerPoint files for presentation & review at Board & Member meetings

Activities required by the responsibilities:

1. Managing all NEPCO bank accounts
 - a. Reconcile & record monthly ENT bank statements.
 - i. Log onto ENT website, and review online statements.
 - ii. Download copies of statements to Dropbox – NEPCO/Treasurer
 - b. Expenses - Pay all NEPCO invoices for justified expenses by either check or debit card
 - i. Insure prior board approvals are in place for all expenses over \$100
 1. Expense examples include insurance payments, PO Box rentals, catering, website & IT needs (Go-Daddy, Dropbox), business cards, name plate engraving, and record keeping supplies.
 - ii. Store paper copies of all expense items, receipts, insurance policies, bank deposits, and bank statements in Treasurer file box, and electronically in Dropbox – NEPCO/Treasurer
 - c. Approve, review, and log all debit cards expenses by NEPCO board members
 - i. Request advanced notice and approval of board member intentions for expenditures via debit card for easier tracking

- d. Keep copies of all expense receipts for tax related needs
 - e. Income - Membership Invoices
 - i. Create & record updated annual membership invoices by Dec 1st in PDF form. Send via email, to avoid postage costs.
 - ii. Make regular mailbox runs (PO Box 714) to collect dues payments, and deposit all checks at ENT bank account in Monument. Make note of each deposit details, to track who has paid, and who has not. Currently we track 40-50 payments a year.
 - iii. Follow-up every 30 days on all late payments to ensure 100% collections.
 - iv. Track all membership payments in Membership spreadsheet, recording dates paid, check #, amount collected, and history of membership years.
 - v. Record any changes in contact information on returned invoice copies, as board members change regularly for each HOA.
 - f. Catering Sponsorships
 - i. Deposit all sponsorship checks from the Community Outreach person, and ensure proper tracking by treating it as a credit against expenses, not as income.
2. Manage & maintain NEPCO's tax obligations
- a. NEPCO has a tax-exempt & non-profit status with IRS for EIN 84-1550754.
 - b. Proper electronic filing is required to maintain our tax status.
 - c. Go to website at IRS.gov and search for **Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)**. It includes instructions, deadlines, and information required for proper submission.
 - d. 990-N submission deadlines are May 15th each year. Complete the e-postcard for the current tax year. It's any easy, 2-minute process.
 - i. DO NOT check the box – “Went out of business”. This will terminate our tax-exempt status!!!
 - ii. If this is not completed on the website during the right timeframes, a paper version of form 990-EZ will be required, with much more detail involved in completing the form.
3. Manage all mail correspondence at NEPCO mailbox in Monument post office – Box 714
- a. We only have one mailbox key, so it makes sense for the Treasurer to keep ownership of it.
 - b. Watch for dues payments (Dec – Mar), insurance renewal notifications, NEPCO general mail correspondence, mailbox renewal notices.
 - c. Clean out the junk mail, it piles up quickly.
4. NEPCO budget planning is required for each calendar year, as well as an updated 3-year project plan.
- a. Establish a budget based on income & expense track records, to ensure NEPCO has enough money to operate throughout the year.
 - i. The largest expenses suspect to changes year to year are the insurance & website/IT expenses, and represents 75% of our spending costs.

- ii. Evaluate and make recommendations for membership dues increases or reductions as needed to sustain a workable budget.
 - b. Excel spreadsheets have been created to assist in each of these efforts
 - c. All are stored in the Dropbox – NEPCO/Treasurer
- 5. Manage NEPCO’s annual membership invoices & collections
 - a. Gain agreement on membership dues rate (or changes) in October board meeting.
 - b. Create updated invoices for the upcoming membership year in early November
 - i. Cross check all contact info for each invoice with updated HOA directory maintained by Board Secretary
 - c. Save as PDF versions, send via email to each HOA & Affiliate Member no later than early December.
 - d. Check PO BOX for any incoming payments on a weekly basis from Dec – Feb, and make regular deposit runs to bank. Track all payments on “Membership Listing and Dues Payment” spreadsheet.
 - e. Send reminder emails for those with overdue status, and verify contact information was correct on original emails, as contacts change year to year.
 - f. Record any new contact information supplied with payments or via email back to HOA directory kept by Secretary.
 - g. Store all financial & computer files in the DropBox, under NEPCO/Treasurer
- 6. Document monthly Treasurer Reports for all Board & Membership meetings
 - a. See examples of past reports (Dropbox), try to keep it at 1-2 pages max
 - b. Review bank account changes (income/expenses), and any special notes
 - c. Review status during membership payments months on HOA’s paid/outstanding
 - d. Review budget spending YTD versus target for the year.
 - e. Email copies of each report in MS-Word & PDF formats to Secretary, President, and Vice President the day before a board meeting.
- 7. Consolidate/update PowerPoint files for presentation & review at Board & Member meetings
 - a. Currently using my personal laptop for presentation content development & display at all Board & Membership meetings
 - i. Includes HDMI cable for use at Woodmoor Conference Room for board meeting prep & review on TV screens
 - b. Create presentation template from past meetings with updated material from President, Secretary, Treasurer, Committee Reports, and guest speakers.
 - c. Finished product is saved in Dropbox for Board members, and posted on NEPCO website in PDF format for review by membership.

Contacts:

- 1. NEPCO HOA Member Representatives, Presidents, and Treasurers for membership dues
- 2. NEPCO Associate Members for distribution of info
- 3. NEPCO Honorary Members for distribution of info
- 4. Insurance Agents - Ronda J. Ashley, Vice President

NEPCO Northern El Paso County Coalition of Community Associations, Inc.

CB Insurance, LLC
1 S. Nevada Ave., Suite 105
Colorado Springs, CO 80903
719-477-4264 Direct

5. ENT Credit Union - Monument, and ENT.com
6. IRS.gov <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
7. GoDaddy.com
8. Dropbox.com

Greg Lynd
Treasurer

10 August 2018