

Wixom Lake Association  
Treasurer Job Description

1. The Treasurer shall retain and file all financial records of the Association. Mail shall be collected from the WLA post office box presently located in Edenville, on a regular basis not to exceed every other week or 14 day maximum. Any mail addressed to an Officer shall be forwarded expeditiously. If Treasurer is unable to collect mail the President is authorized to fill in
2. Invoices shall be paid as received or at a minimum of 5 days prior to the due date.
3. Dues and any other monies, cash or checks, received shall be deposited no later than 10 days after receipt.
4. Paid membership application and renewal information shall be forwarded to the WLA Secretary at least monthly.
5. A report from the Treasurer shall be prepared for each WLA Board meeting and shall include, starting balance, deposits, disbursements, and current balance. A financial report outlining the same information as above, shall be prepared for the Annual meeting on a past year schedule. During non-meeting months the Treasurer will provide the President with this report by e-mail.
6. Provide to the Audit Committee at the May Board meeting all financial records required for the yearly annual audit.
7. The Treasurer may be asked to perform other duties from time to time by the President or other Officer.
8. When a change occurs in the position of Treasurer, all records, transaction devices (checks, bank cards, keys and etc.) shall be turned over to the new Treasurer or a person designated by the President within 10 days of the effective date of such change. Signature cards and contact information with the bank shall be completed in the same time frame.

10/10/2015