

# Financial Management

- ✓ Prompt handling of all homeowner billing inquiries
- ✓ Collection of the monthly assessments of the membership
- ✓ Appropriate Funding of Reserve Account
- ✓ Coordination of the collection of delinquent dues and lien filing process
- ✓ Maintenance of a complete set of financial records for the Association
- ✓ Monthly preparation of financial statements
- ✓ Monthly reconciliation of financial statements with bank accounts
- ✓ Annual notification to membership of year-end financial status to the Association
- ✓ Assemble details required for tax returns to be prepared by the accountant
- ✓ Receipt, review and payment of vendor invoices for payment
- ✓ Preparation and mailing of annual budget
- ✓ Coordination of Association reserve study
- ✓ Corporate filings with the State of California