

ORIGINAL LANGUAGE

7.04 Treasurer. The Treasurer performs the following:

- ~~1. Retrieve from the safe the cash, checks and print out left by the Clerk.~~
- ~~2. Retrieve from the office file cabinet the "Clubhouse Deposits" folder containing the cash and/or checks and enter the deposits in QuickBooks into the specific accounts for the particular amounts, ie, Clubhouse Deposits, Hall Rental, Hall Cleaning, Bar Receipts.~~
- ~~3. Write up a separate bank deposit for each deposit entry according to (1) and (2) above (using a separate deposit ticket for each deposit makes reconciling the bank statement easier). Make the deposits at the bank and return to attach each bank receipt to its matching paperwork in the office file cabinet.~~
- ~~4. Review and enter bills for payment, including EFT (Electronic Funds Transfer) and checks to print for utilities, fees for accounting and legal services, Check requests for expenses incurred, refunds of Clubhouse deposits, and other expenses as are documented.~~
- ~~5. Submit completed Monthly Payroll form to Elizabeth/Michael Roberts CPA, who enters into QuickBooks the LCBPOA information for net Payroll dollar amounts and State of Wisconsin Payroll Tax payments due. They notify by e-mail that the Payroll has been entered, that the check stubs are attached to the e-mail and that the Wisconsin State information has been entered as an EFT. Elizabeth/Michael Roberts CPA also forward the quarterly Wisconsin Tax forms to be printed, signed and mailed by the appropriate due date.~~
- ~~6. Print pay stubs, 2 copies and payroll checks. Print the QuickBooks list of checks and scan and e-mail the list to the Finance Committee for review and approval (2 approvals are required to proceed to signature). Sign one line on each check and notify Association President that the expense checks are ready for the second signature.~~
- ~~7. Print checks entered for expenses according to (3) above. Print the QuickBooks list of checks and scan and e-mail the list to the Finance Committee for review and approval (2 approvals are required to proceed to signature). Sign one line on each check and notify Association President that the expense checks are ready for the second signature.~~
- ~~8. Reconcile the bank statement with at least one member of the Finance Committee.~~
- ~~9. Assist the Finance Committee with required reviews and audits of LCBPOA financial reporting that must be completed by a third-part CPA.~~

It is required that the Treasurer and Clerk will be given a bond for the faithful discharge of their duties. The cost of such a bond shall be borne by the Association. The Treasurer shall maintain and reconcile petty cash (petty cash is defined as on hand cash not to exceed \$500.00). All financial records of the Association are subject to review by the Financial Committee at any time.

BYLAW - REVISED LANGUAGE – 8-13-25

Sec. 7.04 – Treasurer

The Treasurer handles all the financial business of the Lake Como Beach Property Owners Association. The Clerk position is a direct report to the Treasurer.

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8-23-25 - Bylaw Comm. Comment: This Change Request was brought to the attention of the Bylaw Committee by a Finance Committee member. The original language in Sec. 7.04 – Treasurer will be placed in the Policy/Procedure Manual under Job Description – Treasurer. This change will be voted on by the membership at the October 2025 Membership meeting.