

# **Proposal for Bookkeeping for Ruby Ranch HOA**

March 1, 2014 to February 28, 2015

## DAILY AND WEEKLY RESPONSIBILITIES

1. Process invoices submitted by HOA Treasurer for payment. Prepare checks for signature by Treasurer or President and enter transactions into original books of entry. No check should be processed without invoice and supporting documentation unless approved by the HOA board. HOA will pay or reimburse for envelopes and postage as required.
2. Enter into books of original entry, deposits submitted by the Treasurer or President.
3. Enter adjusting entries as necessary.
4. Provide copies of bank account statements and check book entries as requested by any HOA board member.
5. Add new members as provided by Treasurer, usually as a result of home or lot sale.
6. The Bookkeeper should create PDF documents of each invoice paid and deposit for upload to the Association's web server depository. (These PDFs will be provided to the Association's web master for upload to secure area of HOA website.)

## MONTHLY RESPONSIBILITIES

1. Reconcile bank statements.
2. Prepare following financial reports monthly for HOA Treasurer Review and approval:
  - a. Schedule of Finances by class (in format currently provided on a monthly basis)
  - b. Profit and Loss statement with year to date amounts compared to Annual Budget with Year to Date Variance.
  - c. Balance Sheet of Assets and Liabilities and Equity.
  - d. Copies of prior 2 months of bank account statements checkbook entries.
  - e. Make copies of approved statements for monthly board meeting.
3. Prepare list of past due member dues accounts for Treasurer.

## QUARTERLY AND ANNUAL RESPONSIBILITIES

1. Using a software-based spreadsheet, create member list with addresses and billing amounts. Provide list to Treasurer for review and approval. Make corrections as necessary as provided by Treasurer. Prepare invoices and mailing list for approval by Treasurer. Treasurer to provide envelopes and postage for mailing. HOA will pay or reimburse for envelopes and postage as required.
2. Enter annual dues billing into accounts receivable by member account. Stuff envelopes and mail annual member dues statements, after Treasurer approval of mailing list.
3. Prepare Quarterly dues statements for review and approval of Treasurer before mailing.
4. Prepare Annual Financial Statements in the format described in a, b and c under Monthly Responsibilities above, for Treasurer approval at least 10 days prior to annual meeting.
5. Prepare annual State and Federal tax forms for review and signature of Treasurer. The forms have been 1098, 1099, 1120H, and Texas Franchise Tax Report.

Note: The bookkeeper shall keep accounting records using standard accounting software, for example, Quickbooks.

Currently, the Association averages about 8 expense checks per month. There are 326 member account in the Association; all of these pay yearly dues.

Payment will be from approved invoices for work completed on a monthly basis. The designated RRHOA representative must receive invoices by the 10<sup>th</sup> of the month and all approved invoices will be paid by the 20<sup>th</sup> of the following month in which the work was performed.

This contract may be extended by a period of one year (March 1, 2015 to February 29, 2016) at the existing contract price with the written approval of the contractor and the RRHOA Board of Directors.

All proposals must be received at PO Box 71, Buda, TX 78610, by January 15, 2014. If you need additional information, please contact Scott Christians at 512-295-9708 or e-mail [board@rubyranchtx.com](mailto:board@rubyranchtx.com)

**Proposal submitted by:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_