

CHECKLIST FOR THE TREASURER OF THE ASSOCIATION

BEFORE RELYING TOTALLY ON THIS LIST, EACH OFFICER SHOULD LOOK TO THEIR OWN DOCUMENTS AND THE NEVADA STATUTE UNDER WHICH THEY WERE FORMED (NORMALLY NRS 81 OR NRS 82) TO ENSURE THAT THERE ARE NOT ADDITIONAL ITEMS OF WHICH THEY SHOULD BE AWARE. THIS LIST CANNOT NOT BE CONSIDERED ALL INCLUSIVE.

GENERAL REQUIREMENTS:

| | DONE |
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| Make an appointment with the Community Manger to see how the financial records are kept. | [] |
| Ask for a copy of the policies and procedures put in place to protect the confidentiality of the owners' lot and account files. | [] |
| Ask for a copy of the policies and procedures put in place to protect the association's assets | [] |
| Read the bylaws to see what requirements are in the Bylaws regarding the Treasurer and his or her duties..... (The Treasurer normally signs all checks.) | [] |
| Read the statute you were formed under (NRS 81 or NRS 82) to see if you have other duties in that statute..... | [] |
| See who is authorized to sign checks or transfer funds from the association's banking or investment accounts | [] |
| Check the documents and Nevada law to see if or when you are required to have a review or audit | [] |
| If you are required to have one of the above, ask for a copy and pay special attention to the comment page (normally call the management letter) that will detail any issue the auditor found that may need to be corrected | [] |
| Check the documents to see how much insurance is required on the funds in the association's banking accounts and do you have that amount?. | [] |
| (Look at the Transition of Documents checklist for other financial records that should be researched.) | [] |
| Check the minutes to ensure that the board has been satisfying NRS 116.31083 Section 6 & NRS 116.31175 monthly or every 100 days as this is critical to protect the board. This is a full board requirement not just the Treasurer, but very that this is being done | [] |
| Read NRS 116.3118 regarding maintenance and availability of certain financial records. | [] |

- Verify that the financials are being prepared using the accrual basis..... []
- Verify if fund accounting is required for our association []
- Verify that the manager is not a signer on the reserve account []
- Verify that if the manager is one of the signers on the operating accounts that the document allow this []
- As the Treasurer is an internal auditor in the community, ensure that all policies and procedures are in place for you to very proper use of funds and request backup documentation before signing any checks. []
- Ask if you can have “view only” access to the banking accounts to verify That what you are given in writing can be verified periodically. []
- Investigate how all owner records are filed to help protect the owner should management change. []
(Get a copy of protecting your association’s assets checklist)
- Ask if the Treasurer normally provides an oral or written report to the board at their board meetings and/or members meetings []
- Does your association have a collection policy []
- Does your association have an investment policy []
- Other items found in your documents or NRS 81 or NRS 82 []
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