

Woods of Saxony Treasurer Duties

Timeline of Annual Tasks:

- 1) January - Renew Bank Services
- 2) January - Dues Invoices go out in January (FNB&T) and are submitted back to FNB&T, If any received make deposit and include Lot Number on Deposit slip
- 3) March - Taxes – Send copy of checkbook and monthly bank statement to Accountant to prepare IRS Tax Statement (1099-INT)
- 4) May – Renew Insurance
- 5) August – Renew Post Office Box
- 6) October – Prepare for Annual meeting – Send check book and bank statements to Accountant
- 7) November – Annual Residents Meeting
- 8) December – Board Organizational Meeting

On-Going Tasks:

- 1) Provide a monthly status of financials at Board Meetings, and maintain financial records.
- 2) Pick up Mail from the PO Box twice a month
- 3) Maintain the Check Register and Balance the Monthly bank statements
- 4) Obtain signature on checks for payments
- 5) Control access to the FNB&T on-line account
- 6) Upon Request provide Homeowners and/or Real Estate brokers form 5407 – Resale Certificate
- 7) Upon receipt of form 5407 from Title Company – Submit a Change of Resident form to FNB&T

Contacts:

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