

Role of the Treasurer

The Board is currently reviewing the role of the treasurer and looking at different ways to manage/share the workload. If you are interested in supporting the financial processes of the association in any way, please contact Garry at Presidentcbv@gmail.com

As per the Bylaws, Art. 19.- OF THE BOARD OF DIRECTORS.

c) The Treasurer is the custodian of all financial records of CBV and is responsible for preparing the annual budget for CBV, obtaining budget approval and financial reporting to the Board on a monthly basis or more often if required, including other tasks as set. The Treasurer also compiles a list of eligible voters prior to the presentation of any resolution to the members for vote.

In addition the Treasurer is involved in the purchase process for the operations and maintenance of the urbanization and in the administrative financial tasks. This includes:

- receiving facturas from vendors or providers that have been sourced by managers or employees (using the CBV RUC),
- transferring funds or providing cash for approved facturas for materials or services,
- paying property taxes on common areas,
- paying employees and occasional workers,
- paying SRI taxes online,
- paying IESS contributions on behalf of the association and employees online,
- paying water facturas in person,
- paying electric facturas online,
- ensuring copies of all facturas are coded to appropriate budget lines and saved electronically,
- The totals are transferred to the Month-to-Month Budget sheet. This detailed month to month budget balance is shared with members following the end of each month. [HERE](#),
- reconciling budget numbers with bank statements,
- issuing Ordinary Fee facturas using Contifico,
- Following up on fee payments and assigning fines for late fees,
- Issuing Construction Permission facturas for new construction or renovations,
- Negotiating with and paying insurance policies for the association,
- Keeping all subscriptions and licenses up to date (i.e. MS365, WIX, Contifico, etc),
- reporting to the Board in monthly Treasurer updates, and more.

Supports

Coco Beach currently contracts an accountant to support accounting functions in Ecuador including:

- monthly SRÍ (Tax) reporting,
- Generating the IESS (Social Security) monthly payments, and
- registering the employee contracts with the Ministry of Labor.

Owner and CPA Sara Whiting will be supporting the process going forward including:

- preparing month end statements,
- reconciling with the bank statements, and
- end of year financial statements for the Board and members