

COMPLETE FINANCIAL MANAGEMENT

With this program, we will take over and control **all the physical monetary** responsibilities of the HOA. This service includes, but is not limited to:

- Maintaining a separate account for each unit, one operating account for the overall HOA and any and all appropriate Reserves accounts
- Collection of dues – Late payment processing – Default processing
- Payment of Invoices (after HOA approval)
- Preparation of all periodic, applicable financial reporting, including Bank reconciliations
- Preparation of financial reports as requested by the HOA's CPA and/or the HOA's attorney(s) for annual statements, budgets and tax returns
- Handling any other physical monetary issues that may arise