

Bryant Woods Homeowners Association

Recurring Expenditures Approval Process

Approved Recurring Expenditure list is developed as part of the adopted budget. Expenditures included on the Approved Recurring Expenditure list may be executed without additional management approval. Recurring Expense items are predictable and are charged on a regular monthly, quarterly or annual basis including the following:

- Amount is determined solely by the vendor.
 - Utilities¹ – PGE, NW Natural, City of Lake Oswego (water), Comcast, Republic
 - Pool License² – Clackamas County
 - Registration Fee² – State of Oregon
 - Bank & Merchant Fees¹ – US Bank, QBO credit card merchant fees (Dues)
 - Payroll Service – Gusto¹ (payroll/payroll taxes), Tsheets³ (timekeeping)
 - On -line Service – QBO Subscription¹, Neighborhood Link³ (BWHOA.org)
- Fixed payment based on contract obligations.
 - Landscaping² – Signature
 - Pest Control³ – Summit
 - Pet Waste Management³ – Green Pet
- Debt payment or leases (if the association had such commitments).

Electronical Payment Methods

1. Auto Pay – Vendor pulls money from our U.S. Bank account
2. US Bank Bill Pay – Vendor receives U.S. Bank generated check
3. Credit Card – Charged to Board Members credit card

Oversight.

- As part of the Budget process, prepare a list of recurring expenditures.
- Quarterly, forward U.S. Bank checking account statement Board.
- All officers have access to U.S. Bank online.
- Monthly or Bi-Monthly send Transactions YTD to Board.

Credit Card Expenditures Approval Process

Numerous, small purchases are made in the course of managing the business of BWHOA. Most transactions are \$200 or less. The trend to on-line purchasing require credit cards. Use of BWHOA credit cards eliminates the need for Board Members to use their own resources for BWHOA expenses and eliminates reimbursement checks for small purchases.

Every Board Member is issued a U.S. Bank credit card. The cardholder signs an agreement that all purchases will be for the benefit of BWHOA and any unauthorized purchases, if not repaid,

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become a lien on their property. Card limits are set at \$2,000 but may vary depending upon level of expenditures necessary to meet cardholder responsibility. Board Members are authorized to make purchases for budgeted expenditures. The most common credit card expenditures are for on-line services (websites, timekeeping service, QBO accounting), supplies, postage and social events.

Oversight.

- Monthly, forward U.S. Bank credit card statement Board.
- All officers have access to U.S. Bank online.
- Monthly or Bi-Monthly send Transactions YTD to Board.

Payroll Expenditures Approval Process

Seasonal employees are hired to serve as lifeguard and instructors at the pool. Occasionally, employees are hired to work in the common area.

A Board Member serves as committee chair. In this role, Committee Chair hires employees for their areas of responsibility, sets pay rates, submits hiring information and approves time worked. Accountant manages on-line payroll system and records payroll transactions in the accounting system. All payroll and payroll tax transaction are electronic. Payroll Register and Time Card summary are posted on Dropbox > BWHOA – Accounting > Payroll.

Employee Hiring and Set-up.

- Accountant invites Committee Chairs to Dropbox folder for payroll
- Hiring is done by Committee Chairs.
- Committee chair lists employee name, cell phone number, email address, pay rate and posts information on Dropbox.
- Accountant enters employees in Gusto, an on-line payroll service.
- Gusto notifies employee to enter their address, SSN and W-4 withholding information, and bank deposit information. (Employees can update this information at any time.)
- Accountant imports Gusto employee information into Tsheets for timekeeping. An email is sent from Tsheets to employees instructing them to download a timekeeping app to their cell phones and/or computers.

Timekeeping and Payroll Process.

- Employees use cell phones to clock in and out for work, including job code.
- At the end of pay period, Accountant generates Tsheets time summary and posts in Dropbox > BWHOA – Accounting > Payroll and notifies Committee Chair to approve hours.
- Accountant exports Tsheets hours to Gusto.

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- In Gusto, Accountant:
 - Verifies Tsheets hours imported correctly.
 - Adds premium pay (holidays, swim lessons)
 - Processes & Approves payroll
 - Generates Gusto payroll register and bank withdrawal information to post in Dropbox > BWHOA – Accounting > Payroll
 - Records payroll transactions in QBO
 - Notifies Committee Chair that payroll is processed and available on Dropbox.
- Gusto directly deposits pay into employee bank accounts, pays Federal and State payroll taxes and files quarterly payroll tax reports
- U.S. Bank downloads payroll and payroll tax payments and matches to QBO transaction entries.

Oversight.

- Committee Chair hires and approves time.
- Accountant processes payroll and records transactions.
- Electronic reports, supporting all expenditures, are provided in Dropbox > BWHOA – Accounting > Payroll
- Monthly, full board reviews Budget to Actual report.