

Don't go to a board meeting without it!

# 2010 Community Association Treasurer's Handbook

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- ca Assessment And Reserve Funding Disclosure Summary
- ca Bank Loans - Get those Major Repairs Done Now!
- ca Change Your Association's Year End - How To Do It
- ca Deposits, Tax, Electronic - New Mandatory Rules
- ca Exemption From California Minimum Tax - How To Do It
- ca FASB Codification Of Accounting Standards™ (NEW July 2009)
- ca Financial Accounting, Audits, Reviews And Complications
- ca Income Taxes, Elections, Filing Requirements, Deadlines
- ca Insurance Primer - Property, Liability, Earthquake, Etc.
- ca Internal Controls - How To Protect Your Association's Assets!
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- ca Percent Funded Survey Of 1,254 Community Associations
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- ca Records Access, Retention and Digital Document Imaging
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- ca Solar Tax Credits - Does Your Association Qualify (NEW FOR 2010)
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- ca Statement By Common Interest Development Association
- ca Websites For Community Associations - An Emerging Trend

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The complete, up-to-date accounting, income tax and reserve study guide for California community association board members, and management professionals. Written in clear, concise "lay person" language the handbook provides practical advice on...

**Financial accounting** terminology, methods of accounting, financial statements and accountants' reports, services provided by CPAs (audits, reviews, compilations, agreed-upon-procedures), checklist for how to select a CPA, AICPA/Cal State Society of CPAs peer review program, CPA engagement and representation letters, FASB codification of accounting standards **NEW July 2009**, change your association's year end - how to do it, cash management guidelines, frequently asked questions (FAQs), updated resources bibliography, and more!

**Income taxes** terminology, Federal and California filing options (Forms 1120, 1120-H, 100, and 199 including due dates, where to file, eligibility, advantages and disadvantages), exemption from California minimum tax - how to do it, employee v. independent contractor issues, electronic tax deposits - how to do it, solar tax credit - does your association qualify **NEW FOR 2010**, frequently asked questions (FAQs), updated resources bibliography, and more!

**Future major repairs and replacements** terminology, reserve study process flowchart, reserve component study, reserve funding plan, computation of annual reserve provision and liability, California pro forma operating budget requirements **UPDATED**, how to measure the adequacy of your original developer budget and legal remedies if it is not adequate, percent funded survey of 1,254 community associations, ECHO reserve study disclosure standards, frequently asked questions (FAQs), updated resources bibliography, and more!

**Investments, banking, insurance and legal** topics, including an updated investment primer for community associations, updated bank loans - how to get one, bank lockbox services, updated insurance primer, updated legal disclosures checklist, record retention requirements, investment policy statement **NEW FOR 2010**, new bi-annual filings with the California Secretary of State and more!

**Statistics and technology** including updated community association demographic statistics, financial statistics from survey of 1,500+ associations, updated listing of industry websites, access to records, records storage, digital document imaging of important association records and more!

### About the authors

**David H. Levy, MBA, CPA** is the founding and managing partner of Levy, Erlanger & Company, CPAs. The firm provides quality financial statement, reserve funding plan, pro forma operating budget, assessment and reserve funding disclosure summary, income tax, and litigation support services to more than 800 Northern California community associations. The firm has served in excess of 2,000 California and Nevada common-interest developments since its inception in 1986. Mr. Levy is the co-publisher with **William S. Erlanger, CPA, Partner**, of the *Community Association Reporter*, a full-color, educational newsletter published quarterly since 1989, and distributed free of charge to the 5,000 largest Northern California community associations. Levy, Erlanger & Company, CPAs also conducts educational seminars, together with leading industry professionals, on association legal, financial, insurance, reserve study, maintenance, and management topics each year.

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