

Treasurer

The treasurer is an elected member of the Executive Board.

- ❖ Maintains all financial records in an organized manner for the Guild.
 - Uses designated program to document financial transactions
 - Records all funds received from events and disbursed
 - Reimburses members for expenses incurred for guild business
 - Authorized to co-sign checks with President and 1st Vice President – two signatures required
 - Collects revenues and deposits into a (FDIC) SESLOC account in a timely manner
 - Provides a financial report every month to the Executive Board
 - Pays recurring Guild expenses in a timely manner – this includes facility fees, post office box, liability insurance and storage facility
- ❖ Maintains all regulatory documents in an organized manner for the Guild
 - Ensure submission of regulatory documents for the raffle license to ensure compliance
 - Ensure Guild complies with all IRS requirements including completion of 1099's as required, and tax documents
- ❖ Maintains documentation and compliance of Guild business matters
 - Keeps copies of all speaker contracts, W9 forms related to workshops, liability insurance, etc.
 - Meets with the accountant on a yearly basis to complete the Guild tax returns
 - Ensures that the financial policies of the Guild are upheld
 - Ensure annual review of activities is performed
 - Coordinate with incoming treasurer to visit the guild accountant to ensure a smooth transition
 - Review job description and duties of the position with the incoming treasurer
- ❖ Is the Chairperson of the Budget Committee
 - Assembles Budget Committee in February to prepare proposed budget for coming year
 - The Budget Committee Chairperson is the Treasurer and is responsible for preparing the Organization's annual budget.
 - Membership for this committee will consist of the current President, past President, one Board member as well as the Chairperson.
 - This Committee will prepare the proposed budget for presentation to the Board in April and once approved by the Board, then presented at the general membership meeting in May. The budget must be approved by majority vote of the members present.

Almond Country Quilt Guild
Job Description

- The Committee meets in February to review and adjust the budget as necessary.
- The treasurer will submit approved budget to the newsletter editor for the June newsletter.
- Ensures guild financial records are reviewed annually