



# Valley Quilters Guild

## *Treasurer Duties*

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### **TREASURER SHALL:**

1. Be the Chief Financial Officer of the organization.
2. Be familiar with the current Bylaws and Policies.
3. Be present at all monthly Guild meetings at least 45 minutes prior to the meeting starting time. If unable to attend, shall arrange for a substitute and notify the President by phone.
4. Have the general care, custody, and maintenance of all financial records and related documents of the Guild, except those related to the Gaming functions.
5. Be authorized to make financial transactions on all accounts of the Guild General, Gaming, Square and PayPal accounts (checks payable to the Treasurer must be signed by another authorized signer).
6. Ensure all requests for committee member reimbursement have been approved by committee chair.
7. Collect revenues and fees, and pay budgeted expenses upon receipt of an itemized statement using generally accepted accounting principles.
8. Upon approval by the Executive Board, and the General Membership as needed, pay other bills upon receipt of an itemized statement.
9. Prepare and present a detailed monthly financial report to the Board.
10. Prepare and present a monthly financial report in the Guild's monthly newsletter, and ensure that it is available to the public upon request.
11. Prepare and have the books ready for a quarterly review by the Executive Board.
12. Chair the Budget Committee which prepares a proposed budget for the next fiscal year and present it to the Board at the September Board Meeting for changes and approval. The budget is presented to the membership via email prior to the Guild's October meeting.
13. Arrange for all required tax returns to be prepared based on the Guild's books by an independent accredited accounting firm after the end of the fiscal year.

14. Schedule an annual review of the Guild books by a committee of Guild members at the end of the fiscal year. Results are to be reported to the members at the next monthly Guild meeting by a committee member appointed by the Chair.
15. Shall, before October of each year, insert a notice in the newsletter of approved dues for the following year.
16. File all government documents as needed, timely and accurately.
17. Obtain all required business licenses and sales tax exemption forms (i.e., Wasilla and Palmer Tax Exemptions).
18. Provide copies of the Sales Tax Exempt forms to: all businesses (i.e. 2 Friends Quilting, Just Sew, Sylvia's, Lowe's, Alaska Automated Storage, the UPS Store), committee chairs and board members, with a statement that the form is to be used only for guild related purchases.
19. Send 1099 forms to all individuals as required by IRS rules.
20. Provide membership cards to members when annual dues are paid, upon their request.
21. Establish and maintain good communication with Board Members, Committee Chairs, Member Liaison, Member in Charge of Gaming, and newsletter editor.
22. Keep track of Depot apartment reservations, as requested, for Committee meetings.
23. Keep track of Rental Table Reservations for the Membership Meetings, with a maximum of 2 per month, except in months they are prohibited.
24. Be responsible for checking the Post Office Box periodically and distributing mail as appropriate
25. Have possession of one of the two Post Office Box keys.
26. Have possession of one of the two off-site storage padlock keys, and be the keeper of the gate code for the off-site storage facility.
27. In the event that the Treasurer is going to be unavailable (i.e.: out of town, incapacitated, etc.) all records, including the guild-owned Treasurer's computer and password must be given to the President (or Vice-President if the President is unavailable)

28. At the end of his/her term of office, must pass on all pertinent information, supplies, etc. to the new Treasurer.
29. Designate a Guild member to retrieve Guild property held off-site in case of emergency or as needed when Treasurer is unavailable and notify the Secretary of the designee.
30. Arrange for authorized Board members to make required payments in the absence of the Treasurer.
31. Receipts will be written for all cash, check and Square transactions received by the Treasurer.
32. Back up the Guild Treasurer's laptop monthly to an external source.
33. Maintain updated procedures for critical activities and provide a password list to the President.