

Treasurer's Job description

Receive, disburse and maintain all funds received by the Guild

Write checks, make deposits (keeping a photocopy of the deposit slip), keeping detailed paper records.

Update digital Guild financial database in Quick books based on the paper records.

Verify that the digital workshop spreadsheet in My Drive at Gmail is correctly updated by the Program/Workshop chair or co-chair.

Reconcile monthly bank statements against digital Guild financial database.

Present YTD profit and loss reports to the Board on a quarterly basis and at the end of the fiscal year.

Reports to be presented at the Board meetings directly following the end of the period (quarterly or annually)

Prepare detail transaction reports for the different chairs on a quarterly basis (ie; Program/Workshop)

Compare budgeted versus actual income and expenses for the year and inform the Board and specific chairs of any potential problem areas.

Prepare a draft budget toward the end of the 3rd quarter for discussion with the Board and Committee Chairs. Budget to be adopted at the December Board meeting. A detailed YTD comparison of budgeted versus actual is needed to facilitate the development of the budget with the Board and Committee Chairs.

Write and deliver all venue rent checks to the Church for Guild monthly meetings (paid quarterly, due the 1st Guild meeting of the quarter), board meetings (paid annually, due on the January Guild meeting), and workshop sessions (paid monthly, due the day of the Guild meeting for that month). If the workshop is held the same day at the Guild meeting (Tuesday) no additional rent is due for the Workshop venue even if held in a different room.

Write and deliver PO Box rental check by the end of January

Write and mail the check to renew the Guild's liability Insurance Policy with The Hartford in March. Policy renews April 1st.

File the Division of Corporation Annual Report for the Guild with FLA Dept of State by the end of January.

File the E-postcard 990-N for the Guild with IRS by the end of July.

Prepare and file the Solicitation of Contribution Annual Renewal Registration for the Guild with the FLA Department of Agriculture by October. Renewal forms are mailed out early September. This necessitate a full financial report for the previous fiscal year.

Food for thoughts:

- 1) Committee Chairs are to be responsible to keep track of their budgeted funds. The Treasurer will provide information (copies of the current FY budget and program specific detail expenses and income statements) and guidance as needed.
- 2) In order to keep better track of cash received. For programs where it is critical to keep track of individual member payments (ie; Program/Workshop, Membership), any cash received by the treasurer should be accompanied with a detailed cash receipt. A cash receipt book will be provided to the specific program chair(s).
- 3) Checks received in payment of workshops should have the date of the workshop in the left hand corner. If a quilter pays for several workshops with one check all those dates need to be added, likewise if a quilter pays for more than one quilter, the additional names should be added too.
- 4) A filled out "Request for Reimbursement" form needs to be turned in any time someone needs a check from the treasurer to which all necessary receipts will be attached.
- 5) A filled out "Turning In Money" form needs to be turned in along with the \$ any time someone hands \$ to the treasurer.