

Brunswick Quilter Treasurer's Responsibility

1. Produce the annual budget for the upcoming year for the board to approve before being presented to the members.
2. Both the President and Treasure will be signatories on the Guild's bank account and are authorized to make disbursements from this account on behalf of the guild. The President will be given some blank checks for emergencies.
3. Both the Treasurer and Community Outreach will have a credit card to make purchases on behalf of the guild.
4. The Treasurer shall have charge of the funds of the guild, shall keep an accurate record of all receipts and disbursements, deposits, dues, and other monies that have been collected by the Committee Chairpersons. The Treasurer will make all disbursements to those members who have valid receipts for Guild related expenditures.
5. Balance Check Book each month and make copies of the bank statement
6. Balance Credit card statement each month and keep statements
7. Make all bank deposits and staple the deposits to the BQ income receipt form.
8. Keep copies of the income and expense sheets for the file using BQ income receipts form and BQ expense & reimbursement form. The forms will be signed by the member giving the monies to the Treasurer and/or reimbursement of the monies. All receipts will be stapled to the appropriate forms. The board must approve all disbursements beyond approved budgeted amounts.
9. The Treasurer shall keep a spread sheet of income/expenses each month using Excel and send a PDF file each month to all board members and to submitted to the website.
10. Collect any mail at the Shallotte post office from P.O. Box 1074
11. Attend the board meetings each month and also report at the monthly business meeting the income and expense figures of the bank accounts
12. Make sure the insurance, storage unit and P.O. box are paid for in the beginning the new year. The P.O. Box should be paid before January 19th. The insurance should be paid in February and the storage unit to be paid for in March.
13. Submit Tax Report due by April using <http://www.irs.gov/990n>.
14. The Treasurer shall ensure a year end audit is conducted by a third party with the results provided to the Board and to any requesting Guild member. The audit should be conducted at the end of January or the beginning of February of the following year.