

Pioneer Quilters' Guild Treasurer Responsibilities

The Treasurer is the chief financial officer of the guild. As chief financial officer, the treasurer is a member of the PQG Executive Board and has voting rights at the monthly Board meeting.

The primary duty of the Treasurer is the care and custody of the PQG funds and the timely filing of all fiscally-related reports. Each Committee Chairperson is responsible for handling the funds for that particular committee, which includes reimbursements and revenue submittal. The Committee Chairperson will then be responsible for giving the requests to the Treasurer, who in turn will process the request in a timely manner.

Yearly Duties

Corporation:

The Pioneer Quilters' Guild is a non-profit, tax exempt corporation and any issues regarding this shall be handled by the Treasurer. Each newly elected treasurer shall get the forms from the State of California to change the names of the outgoing officers to the newly elected officers. Form 990 from the State of California needs to be filed each year.

Banking:

The checking account requires two (2) signatures on the check. Each year the signature card at the bank needs to be changed. Three (3) signatures of Executive Board members are required. These signatures are usually President, Vice President or Secretary and Treasurer.

Payments:

Yearly payments are made to the following:

- PO Box – due in June (now bi-annually with savings for paying for 2 years rather than 1)
- Safeco Insurance – full payment due in November
- Sales tax – from Quilt Show – filed before December 31 of the current year
- Petty Cash – give to Committee Chairpersons that require petty cash – Ways & Means for Opportunity Quilt Sales and product sales. A reimbursement form is required from the Committee Chairperson.
- NCQC – payment before January

Audit:

Two (2) active guild members will audit the financial accounts during the current year. (I recommend there be a specific due date or time frame. Also, are there instructions for how to go about this for “auditors” without this type of experience?)

Transition:

- Transition in a timely manner all the duties of the Treasurer to the incoming Treasurer.
- Balance the financial records before turning over the duties to the incoming Treasurer.
- Assist the incoming Treasurer in preparing the proposed budget for the incoming year.
- Attend the January Budget meeting with the incoming Treasurer to assist with any explanations of the prior year's financial records and the current proposed budget.
- Assist the incoming Treasurer when presenting the current Budget to the general membership for approval.

Additional Insurance:

Mt Hope Retreats - Request from Safeco Insurance a rider of \$1,000,000 for the spring and fall PQG retreats at Mt. Hope. A rider is required for each retreat and is requested prior to each retreat.

Annual Quilt Show - Request from Safeco Insurance a rider of \$1,000,000 for the Annual Quilt Show at the Maidu Center in Roseville. A rider is required prior to the quilt show.

Other events? Loomis Park Picnic?

Miscellaneous:

A signed check will be given to the Retreat Coordinator prior to the spring and fall retreats. The Retreat Coordinator will fill in the amount when payment is due and give to the Treasurer the receipt for the retreat and the check stub.

The Treasurer is responsible for collecting the monies at the Annual Quilt Show. A Quilt Show revenue form is used. The Treasurer attends the last quilt show meeting to discuss collection of money.

Change current Treasurer's name on all documents each year. (List documents?)

Monthly Duties

Executive Board Meeting:

- Present current financial statement of monthly income, expenses and current checking account balance.
- Present any additional information regarding the finances of the guild.
- Bring checks for signatures if needed. Keep at least 25 checks with one (1) signature on hand for reimbursements not paid by online banking.

Monthly PQG Meeting:

- Have current financial statement available.
- Hand out envelopes to all committee members that handle money at the meeting: Ways & Means; Sew & Sew Raffle; Challenge; Membership; Library; Block of the Month; Programs. Each envelope will contain a reimbursement and revenue submittal sheet. It must be filled out by the Committee Chairperson only.
- Email to Newsletter Editor an article showing the income, expenses and current checking account balance. Add any additional information as necessary. The article is due the Friday after the general meeting.
- Have checks on hand to pay speakers. Reimbursement form required from Program Chairperson with detailed accounting of speaker costs.
- Bring additional reimbursement and revenue submittal forms to meeting. All forms are available on the website.

Payments:

- Any requests for payment must be accompanied by a Reimbursement Request Form. The form must be filled out completely and accurately and signed by the Committee Chairperson. Receipts for money paid out must be attached to the form. The Committee Chairperson will keep the bottom part of the form for committee records.

- Any revenue turned in must be accompanied by a Revenue Submittal Form. The form must be filled out completely and accurately and signed by the Committee Chairperson.
- All payments and deposits are done using QuickBooks. Exceptions can be made for speaker payment and payments for the retreats and quilt show deposit or as necessary.

Monthly Payments:

Shepherd of the Sierra - \$125.00

Extra Space Storage - \$137.00

Miscellaneous:

All forms are online at www.pioneerquiltersguild.org:

- Revenue Submittal form
- Reimbursement Request form
- Budget Request form

IMPORTANT INFORMATION

Checking Account:

Bank of America

Account Number: 23501-02724

Check & Deposit Slips ordered through Costco.

Online banking can be done through www.bankofamerica.com. The current treasurer has information needed to access online banking.

Taxpayer ID – 94-3203427

QuickBooks:

License Number:

333190696297868

Product Number:

851681

Validation Code – IMPORTANT - needs to be used to re-register.

120184

Current Registration for 2008

Customer Name: Diana Meier

Business Phone: 9164082042

Zip Code: 95648

Support is available for 2009 version of QuickBooks.