

Quilters Sew-ciety – Treasurer

Job Description: Revised 2025

A. **Organization Relationship:** Active Member of the QS Board of Directors

B. **Term:** A two-year term position with the option of servicing a second consecutive two-year term

C. Overview of Responsibilities:

1. Act as the custodian of all QS funds
2. Keep QS Board of Directors, QS President, and QS Members apprised of the guild's financial status

D. Skill Set Needed:

1. Accounting, Banking or Financial Background, including but not limited to general bookkeeping
2. Has experience using Windows Excel Program
3. Able to work well with others

E. Responsibility Details:

1. Attend Board of Director meetings
2. Custodian of all QS Funds
 - a. Receive and deposit the collected QS membership dues and fees.
 - b. Prepare the upcoming year's QS budget (January 1 to December 31). The budget should reflect the 7 months of funds for January to July 31, and 5 months of funds for August 1 to December 31.
 - i. Obtain budget related input from Board of Directors and Standing committee chairs as needed
 - ii. Program Chair Budget is approved two years in advance. (This allows the time needed for the Program Elect to contract for the next year.)
 - iii. For the quilt show years (even years). Quilt show budget is reviewed with the quilt show chairs again.

- iv. Review budget at Board of Directors meeting in November or December and obtain approval.
- c. Do an August review when the board members change
 - i. Present the current funds available to the new board and committee members. This needs to be completed before the change of officers and new terms begin. (QS Board and Committee member terms are August 1 through July 31.)
 - ii. For Quilt show years, (held on even numbered years) this meeting should also include Quilt Show chair(s) and Board of Directors.
- d. After the election of officers, the incoming QS President and Treasurer will need to sign authorization cards at the QS Bank. They will need to bring a copy of the minutes showing they were elected and a personal ID.
- e. Keep an itemized account of all receipts and disbursements of QS funds.
- f. All deposits and reimbursements must be submitted on the QS forms to the treasurer.
- g. The Program chair will send copies of the contracts for speakers as they are signed. Program chair will submit the reimbursement form the month the program is given with final cost.
- h. When double-ticket rolls get low in volume, Treasurer will purchase another roll of tickets for your group.
- i. Treasurer to give some checks to President to assure if Treasurer is not present at an evening meeting that the President can write a check out to reimburse the speaker. President or Treasurer will sign a check written out to speaker and give to Program Chair or Program Elect at afternoon meeting if both will not

be present for the evening meeting so that speaker can be reimbursed at the end of the evening event.

- j. Maintain all 501c documents, receipts, and records as appropriate and required by the IRS for non-profit status. Send in renewal by the due date each year. Contact President/President Elect for assistance if needed regarding 501c3 renewal. (Trisha White of Smith Schaver & a QS member – trisha_white@hotmail.com completes this electronic record.)
- k. January of each year, conduct yearly audit of QS funds with President and President Elect. President to schedule date and time.
- l. Pay rentals for all meetings and workshops. The rent for the QS meeting location is paid twice a year. Six months on January 2nd and six months on July 1st.

F. Financial Communication

- 1. Prepare and present a monthly income statement at the monthly QS business meeting. Electronic copies are sent to the secretary for her minutes and the newsletter editor for the newsletter. The newsletter deadline is the 15th of the month.

G. Other

- 1. Maintain a record of all duties completed during your term
- 2. Prepare a Quilters' Sew-ciety Year-End Report regarding the duties completed.
 - a. This original report is given to the President under which you served, with a copy of this report kept with the Treasurer's records.