

PRAIRIE QUILT GUILD WICHITA, KANSAS  
JOB DESCRIPTION - TREASURER

Article IV, Section 6 of the Bylaws states: "The Treasurer shall record all funds made available to the Guild, shall keep written record of all transactions involving the Guild in the Prairie Quilt guild, Inc., Treasurer's Book and present to the membership an itemized monthly report and an annual report and shall attend all meetings of the Finance Committee."

The Treasurer's responsibilities include the following:

- To review Treasurer's job description annually
- To review former Treasurer's reports
- To attend meeting of the Board of Directors and Finance Committee
- Download and review all Board Meeting minutes
- To explain to the Board at its first meeting, and to any other chair as necessary, the requirements and Procedures for receiving and/or disbursing monies and for documenting requests for reimbursement
- To keep an accurate record of all financial affairs of Prairie Quilt Guild
- To provide vouchers for expenditure documentation
- To write and distribute checks after Board approval

**All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursements will be given by the Board of Directors**

- To pay program expenses at the time approved expenses are presented
- To maintain a record of receipts book, recording source and purpose, date, amount, and method of payment of monies received, providing a receipt for total monies received
- To deposit all funds promptly and personally in the appropriate banking account
- To maintain on PQG laptop a computerized (Quick Books) month-to-month record for each PQG account
- To transfer funds as needed to appropriate accounts
- To prepare from computerized program an itemized monthly report, this is to be posted on the bulletin board at all general meetings.
- To present copies of an itemized monthly report at the Board of Directors meetings to all Board members.
- To review the budget monthly and notify the Board of Directors of any member/chair exceeding budget
- To pay minimum voluntary rent to Senior Services, Inc., quarterly for guild and board meeting held there, the amount to be set by the Board of Directors at the beginning of each new term (keep in mind changing utility rates)
- To maintain an appropriate supply of checks, deposit slips, receipt books; replenishing the supply as needed.
  - To provide receipt books for Workshop Chair, Membership Chair, and any other chairs who are to be collecting money
- To obtain signature cards for Prairie Quilt Guild accounts at the various financial institutions to be signed by incoming President, Vice-President and Treasurer
- To retain all vouchers and receipts for the audit (**NOTE:** Vouchers and receipts to be retained for 3 years then shredded)
- To provide all copies of bank statements for the audit and then to retain these statements with permanent records of the treasurer for **THREE (3) years** – then shred

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- To file the Not For Profit Corporation Annual Report
- To submit to the person preparing the PQG tax return a copy of the computer records for the fiscal year of all income and expenses including records necessary for preparation of form 1099's, together with a list of all officers of the Guild
- To prepare an itemized annual report to be given to the Auditor along with receipts, vouchers, checks, check register and copy of computer accounts
- To be accountable for Treasurer Notebook, files, monies received, and expenses incurred
- To write a report at the end of term of office: (Treasurer Report should include: Timeline of tasks to complete items, listing of all scheduled payments for memberships, dues, and contributions to national, regional and local organizations and subscriptions; inventory of items and supplies remaining; itemized income and/or expenses incurred)
- To submit copy of end of term report and annual report to the President, and Treasurer's Notebook
- To return Treasurer Notebook and files intact to the President at end of term or when requested.

Adoption of the auditor's report has the effect of relieving the Treasurer of responsibility for the period covered by Treasurer's report, except in case of fraud

Any deviation in policy requires Board of Directors approval.

PQG BOD JOB DESC

MS WORD: 8/95; Revised 9/97; 9/99, 8/2005, revised 2009; Reviewed 2011

Revised 2014