

Pioneer Quilters' Guild Treasurer

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.

- The treasurer works with the guild CPA (Ronald Bawden, 916-647-4264, bawdencpa@comcast.net), to make arrangements for the filing of guild income tax forms.

Banking:

Pioneer Quilters' Guild 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:

- P.O. Box – due in June
- Safeco Insurance – full payment due in November
- Sales tax – from Quilt Show – filed before December 31st 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.

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.

Miscellaneous:

- 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. 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.

- 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. There are some instances where the Quilt Show Chair takes on an Insurance rider with the venue we are using.
- 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, as well as the Follow-Up" meeting, to discuss the results of the show.
- Change current Treasurer's name on all documents each year.

Monthly Duties

Meetings:

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, Magazine sales, 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
- Extra Space Storage
- Audit: Two (2) active guild members will audit the financial accounts during the current year.

Miscellaneous:

- All forms are online at pioneerquiltersguild.org.
 Revenue Submittal form
 Reimbursement Request form
 Budget Request form