

Pioneer Quilters' Guild

Financial Secretary

Job Summary: The Financial Secretary is an elected Executive Board Member authorized to receive all monies collected by Pioneer Quilters' Guild.

Yearly Duties:

- Upon taking office, obtain all PQG Financial Secretary records and materials from your predecessor. This should include a standardized bound ledger book, a receipt book and remittance forms.
- Review the Bylaws and Job Description for stated responsibilities.
- Prepare an Annual Financial Report of all monies received during the past fiscal year. Distribute reports to the Board. Keep a copy for the Financial Secretary's procedure book.
- Submit all records for examination and at any time a financial officer resigns or no longer serves the position, before the new officer assumes the duties, and whenever deemed necessary.
- The Financial Secretary is responsible for collecting all the monies from the Annual Quilt Show and Sale. A Quilt Show revenue form is used. The Financial Secretary attends the last Quilt Show meetings to discuss the collection of money.

Monthly Duties:

- Receive all monies, check amounts for accuracy and issue a numbered receipt for each transaction. All receipts should be accounted for and numbered.
- Record all receipts in a bound ledger book, indicating the date of receipt, number of receipt issued, amount, from who received, and for what account (e.g. membership, Programs).
- Note any refunds or disbursements that need to be made.
- The financial Secretary shall immediately deposit the money in the appropriate checking account at SAFE Credit Union receiving a numbered, dated receipt. A duplicate deposit slip and remittance form listing the accounting of all money received shall be forwarded to the Treasurer immediately.
- Prepare a monthly financial report of all monies received, deposits made and /or authorizations for payment prepared. Distribute to the Board. Keep a copy for the Financial Secretary's procedure book.
- Attend all events where money may need to be turned in: All PQG General Meetings and Annual Quilt Show.
 1. At the General Meeting of PQG hand out envelopes to all committee members that handle money at the meeting: Ways and Means, Sew and Sew Raffle, Challenge, Membership, Library, Block of the Month, Programs and GED. Each envelope will contain a reimbursement and revenue submittal sheet. It must be filled out by the committee chairperson only. All monies should be counted by two people and signed on

appropriate forms. The expense reimbursement requests should be turned over to the Treasurer.

- Make sure that at least two people count the money together.
- Keep a record of all funds counted using “the Cash Verification Form.”