

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 duties of the Treasurer are the care of the PQG funds and the timely filing of all fiscally related reports. Each Committee Chairperson is responsible for handling the funds for their particular committee, which includes reimbursements and revenue submittal. The Committee Chairperson will be responsible for giving reimbursement 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 update the names of the newly elected officers of the guild with the State of California through the Secretary of State's online system.

Taxes:

The treasurer works with the guild CPA (Ronald Bawden) to make arrangements for the filing of guild income tax forms and any 1099's to be sent to speakers.

Banking:

Pioneer Quilters' Guild requires two (2) signatures on checks. 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, Treasurer and Treasurer-elect.

Payments:

Yearly payments are made to the following:

- P.O. Box – due in June
- Liberty Mutual Insurance – full payment due in October; past due November 15th.
- Sales tax – We file annually in January following the year of tax receipts.
- Petty Cash – may be given to Committee Chairpersons that require petty cash for out-of-pocket expenditures. A reimbursement form is required from the Committee Chairperson prior to the disbursement.
- NCQC – payment is due every two years. It is usually coordinated through guild member Colleen Voet.
- Website Hosting: payment is due every two years. Coordinated through guild member Colleen Voet.

State of California Department of Justice Reports:

The Treasurer is responsible for preparing and submitting all charitable registration, renewal and other notifications and reports related to its fundraising raffles.

Examination:

Two (2) active guild members will examine the financial accounts for the previous accounting year.

Budget:

Obtain proposed budgets from individual Committee Chairs for the incoming year. Prepare the proposed budget for the incoming year with the Treasurer-Elect, the Vice President and the President. Present proposed budget for review and approval at the October Board meeting. Present the current Budget to the general membership for approval.

Retreats:

- Mt Hope Retreats – Provide proof of insurance if requested by the retreat coordinator. Payments to Mt Hope for initial deposits/final payments and reimbursements for miscellaneous expenditures related to retreat supplies will be requested by the retreat coordinator.
- Lincoln Retreat – Provide proof of insurance to Placer County as requested by the retreat coordinator. Pre-payments of some expenses and reimbursements for miscellaneous expenditures related to retreat supplies will be requested by the retreat coordinator.

Quilt Show:

- Provide proof of insurance to the quilt show coordinator.
- Obtain from the bank and disseminate cash box cash for the Boutique, Reception and Basket Raffle.
- Balance funds received from the quilt show.

Change of Treasurer:

- Coordinate training sessions as necessary to familiarize incoming Treasurer with tasks and responsibilities.
- Transition in a timely manner all the books and duties of the Treasurer to the incoming Treasurer. Balance the financial records before turning over the duties to the incoming Treasurer.
- Update current Treasurer's and other Board member's contact information with accountant and State of CA.
- Contact Colleen Voet to change treasurer@pioneerquiltersguild.org email address to link with new treasurer's email.

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.

Monthly PQG Meeting:

- Have current financial statement available. If a financial report is made to the membership, provide a copy of the information to the Secretary for her minutes.
- Email to Newsletter Editor an article showing the income, expenses and current checking account balance. Add additional information as necessary. The article is due the Friday after the general meeting.

- Have checks on hand to pay speakers and/or workshop teachers. A reimbursement form is required from Program Chairperson with detailed accounting of speaker/teacher costs.
- Bring additional reimbursement 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.
- All payments are prepared and deposits recorded via QuickBooks.

Regular Monthly Payments:

- Shepherd of the Sierra - for general guild meetings, workshops, community service and Sewcial gatherings. A once-a-month payment is prepared for Shepherd of the Sierra for all meetings and activities that occurred during the month.
- Trojan Storage – A monthly check is sent automatically from the guild’s checking account to Trojan Storage.

Forms:

All financial forms are available online on the guild’s web site.

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

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