PebbleCreek Quilters Club
Treasurer
Job Description

Summary: The treasurer works with the board to coordinate the club's fiscal responsibility and maintains the club financial records.

Meeting Attendance:

1. Attend monthly board meetings. If not able to attend, inform the President in advance and submit any report you may have.
2. Attend monthly general meetings. If unable to attend, submit your report to the president or designee.

Responsibilities:

- Coordinate the collection and disbursement of money.
- Receive and deposit all funds paid to the club, collaborating with the webmaster regarding online payments.
- Disburse funds as approved by the board.
- Maintain up to date financial records.
- Reconcile bank and petty cash accounts monthly.
- Provide monthly financial reports to the board and general meeting.
- Provide records as needed for annual records audit.
- Complete and submit IRS form 990 to maintain the 501(c)3 non-profit status.

Bank Account Maintenance:

1. The club the following accounts:
    a. Saving
    b. Checking
    c. Petty cash
2. Set up automatic withdrawal for long arm savings of $150.00 January first.
3. Board approval is required for expenditures greater than $500.00.
4. At the time there is a change in club president or treasurer, both officers will go to the bank in person to change the authorization names on the accounts, get debit card and Zelle.

File Maintenance:

1. Club checkbook
2. Paid invoice file
3. Cash receipts file
4. Bank statements and reconciliation
5. Treasurer reports
6. Reimbursement requests

7. Other documents received by or submitted to federal, state, local entities, and the HOA.

Records Maintenance:

All financial records must be retained for seven years.

Budget Development:

- The treasurer works with the President and board to develop the annual budget. The fiscal year is January 1st – December 31st.
- Committees will review their goals, prior expenditures and timelines to project scheduling for necessary disbursements.
- The budget will be discussed in January, and initiated in September. A midyear review will be made to determine if additional adjustments are needed.
- The budget will be created using Microsoft Excel and made available to all board members using GoogleDocs.

IRS Reporting:

- IRS form 990 to maintain non-profit status must be submitted by: annually. Form 990-N is due **every year by the 15th day of the 5th month** after the close of your tax year. **You cannot file the e-Postcard until after your tax year ends.**

  1. Go to irs.gov/e-file-providers/e-file-for-charities-and-non-profits
  2. Scroll slightly down to the Form 990-N (e-Postcard)* paragraph
  3. Click the “e-Postcard (Form 990-N)” hyperlink
  4. Scroll down to “Ready to file?”
  5. Click the “Form 990-N Electronic Filing System (e-Postcard)”
  6. Create an account and follow the instructions to file *Form 990 N covers organizations that have a gross annual income of $50,000 or less

Review:

A review will be completed annually or with the change in treasurer by an independent reviewer or an internal committee. An annual review is a standard practice that ensures that club finances are being managed properly and reinforces the confidence that the club has placed in the treasurer. The treasurer can be a resource to the auditor but should not serve on the internal as this would be a conflict of interest. committee

Other Duties as Assigned:

As a PC Board Member, you need to be flexible and responsive to the needs of the club. You are encouraged to share your ideas and volunteer, when possible.

Officer Transition:

Meet your incoming replacement to describe your role, review forms used, provide hardcopies/tools required, and answer any questions.