



# Starlight Quilters Guild Policies and Procedures

## Treasurer

### **Description of Role –**

Plan the budget and manage the financial and accounting activities for the Guild.

### **Annual Responsibilities –**

Maintain accurate records of the guild's checking account and other investment accounts – maintain current check register; make timely payments for expenses approved by the board and in the budget; deposit cash receipts in a timely manner (within 3 business days of receipt of cash and/or checks) and record receipt details by program; reconcile bank statement on a monthly basis

Act as administrator of the guild Paypal account. Maintain security of account, record fees and deposits to checking account.

File the annual Form 990-N before the due date of May 15<sup>th</sup>

File the Kansas Information Report by the due date of June 15 every other year. The Kansas Information Report was filed in 2024, so the next due date is in 2026.

Maintain Liability insurance policy annually.

Prepare books for audit by May of each year. Maintain record of audit results.

Pick up mail, or select a designee.

Make sure all budget line items are paid or addressed.

### **Responsibilities at Guild Meetings –**

Collect any monies.

### **Responsibilities to the Board of Directors -**

Provide a summary of activities planned for the upcoming year to the President prior to the January Board meeting.

Provide an update of activities to the President at the Board meeting.

Prepare proposed annual budget for the following year with input from the activity coordinators and the Board of Directors before the October board meeting.

Assist the Board of Directors in approving the budget at the October board meeting.



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## **Website, Newsletter and Facebook Expectations -**

Provide monthly treasurer report for publication in newsletter.

Publish budget in November newsletter

## **Organization Chart**

The Treasurer has the following positions reporting to it:

Membership Coordinator

Raffle Quilt Coordinator

Fundraising Activities Coordinator

Quilt Show Committee