**The purpose of this notebook is to serve as a guide for the**

Treasurer

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Officers” page.

Complete the end of year report page in October.

Turn this notebook in to the President no later than the October guild meeting.

Thank you for your participation in the guild!

**Previous Treasurers for Quilter's Unlimited**

|  |  |
| --- | --- |
| 2005-2006 | Shelley Bertels |
| 2006-2007 | Martha Mitchell |
| 2007-2008 | Martha Mitchell |
| 2008-2009 | Martha Mitchell |
| 2009-2010 | Martha Mitchell |
| 2010-2011 | Cheryl Gratt |
| 2011-2012 | Cheryl Gratt |
| 2012-2013 | Cheryl Gratt |
| 2013-2014 | Cheryl Gratt |
| 2015 |  |
| 2016 |  |
| 2017 |  |
| 2018 |  |
| 2019 |  |
| 2020 |  |

**Guidelines**

Per the Quilter's Unlimited Bylaws: "The Treasurer shall deposit all monies received and pay all bills approved in the annual budget. The Treasurer shall keep an accurate, itemized record of all receipts and expenditures in the format specified by the Steering Committee. The Treasurer shall present a financial report at each Steering Committee meeting. In January, the Treasurer shall present a proposed budget to the Steering Committee. The Treasurer shall work with the Audit Committee as it fulfills its duties."

The Guild is a Tax Exempt organization under the provisions of 501(c)(4) [operated exclusively for the promotion of social welfare],not the more appropriate 501(c)(7) designation [social clubs]. The reason for our designation this way is no longer remembered by any of Guild members.

**Section I. Treasurer Responsibilities**

1. Performance of bookkeeping of all matters relating to the Guild; see Policies in Section II. The Guild's bookkeeping is done via Quickbooks software.
2. Management of the Paypal account, accessed through www.paypal.com. The username and password will be provided privately from this document. The Guild's Paypal payment function is set up through the www.quilttallahassee.com framework. If there are errors in the amounts charged/paid, this may be a website mis-coding; contact the Website Coordinator or Website Administrator to ascertain.

 The Guild's website is set up such that:

* 1. when Dues are paid, an e-mail notification is made to both the Treasurer and the Membership Vice-President;
	2. when Workshop Fees are paid, an e-mail notification is made to both the Treasurer and the Workshop Chairperson.
	3. It is hoped that other fees (e.g., Travel) will be set up to be paid through the Website/Paypal mechanism. Similar to the above, when the fee is paid, an e-mail notification is made to both the Treasurer and the relevant Chairperson.
1. Creation of Financial Reports:
	1. For the **January Steering Committee** meetings, the Report shall entail:
2. a Summary sheet, grouped to the extent possible by Committee (example attached to this document) [example EXCEL sheet]
3. a full compilation of the Profit & Loss Statement, Balance Sheet, Budget vs Actual along with a detail print-out of all transactions, by general ledger account, for the entire year just ending.
4. A proposed Budget, which shall be presented for discussion and voting by the Steering committee. The Treasurer shall seek input on the proposed Budget from the President, and utilizing comments by the committee members in their Notebooks regarding adequacy of their budgeted amount.
	1. Unless requested, for all other Steering Committee Meetings, only a Summary report is required.
5. Monitoring the Guild's Bank account. The Guild has a checking account and Certificates of Deposit. Deposits can be made at any of its branch offices. The account can be viewed on the Internet. The username and password will be provided privately from this document. Authorized account signers are the Treasurer and the President. New forms have to be completed every year.
6. Use the Checkbook for the checking account to reimburse Chairpersons/ Officers/Members for expenses incurred on the Guild's behalf and for which the Guild Reimbursement Form, proper receipts and other supporting documentation has been submitted.
7. Coordinate with Chairpersons/Officers regarding receiving checks in a timely fashion. It is recommended that an entry category be made in Quickbooks to record the date the check was received by the Treasurer.
8. Filing the Dept of Agric. Annual report (?? Solicititation of Contributions; Form DACS-10100 ??? ); due in September. \_\_\_\_\_\_ Address or internet????? Pre-printed form should be mailed to us.
9. Filing the Officer Roster update with the Secretary of State/Divisions of Corporations; deadline unknown, but suggest doing in January after changeover of Officers. {Required under 617.1006, Florida Statutes}. Filing fee is $35.00.
10. Filing of Form 990N with the IRS (form for tax exempt organizations with earnings of >$ 25,000); due annually, and should be filed in April; the final deadline is May 15th. [Cheryl gave a password. What is it a password to? IRS???] Try website> www.irs.gov/charities
11. Filing an annual Sales Tax Report. This is annual as opposed to quarterly, because the Guild's “sales” are considered “occasional”. This Report should include the sales tax received for Trash & Treasure, and for the Silent Auction of the Museum Show.
12. Payment of the Guild's Liability Insurance.
13. Coordination with the venue at which the Guild's meetings and Workshops are held, to assure that fees/rent is properly billed/paid.
14. Working with the Guild Auditor on the Audit; this activity may occur after your active tenure as Treasurer. The Auditor will be performing a "sampling" review, spot-checking for problems. The Treasurer is to provide the fiscal records of the Guild to the Auditor by no later than January 31st after the close of the fiscal year.
15. Attendance of Guild Meetings and Steering Committee Meetings in order to be able to answer questions and to write reimbursement checks to those submitting valid information and Requests For Reimbursements.

**Section II. Acceptable Reimbursement Requests**

Chairpersons and approved members are to submit requests using a Form provided in their Notebooks and on the website. Receipts must accompany the requests.

A wide variety of expenses may need to be reimbursed, ranging from flowers (Sunshine Committee), to fabric (Door Prizes), to Postage (most Committees), along with Post Office Box rental (roughly $150), Workshop teachers, etc.

Some of the Steering Committee Notebooks describe a mechanism whereby the Chairperson may pre-approve the expenditure of funds by "approved members" in lieu of the Chairperson (in a situation where the Chairperson or President are normally the only persons authorized to spend Guild funds on items under that committee's purview). This written approval must be provided to you along with the Reimbursement Requests by the member.

**Section III. Suggested Bookkeeping Policies**

 The Treasurer should ensure that:

1. Checks written are authorized:
	1. Bank statements include checks with signatures and authorized signatures,
	2. Checks written are included in the General ledger,
	3. Checks have documentation such as reimbursement requests, and
	4. Check faces match the general ledger.
2. Deposits equal intake:
	1. Deposits are explained and have documentation,
	2. deposit slips equal bank statement deposits,
	3. deposits are made in a timely fashion,
	4. deposits in ledger equal deposits into bank per bank statements.
3. Reconciliations are correct:
	1. Beginning balances are equal to previous balances,
	2. Uncleared checks are flagged and managed,
	3. Cleared balances equal bank statement balances.
4. Cash records are maintained clearly and understandably:
	1. Cash receipt records are kept;
	2. Cash receipts are reconciled to bank records;
	3. New member records are clear and receipts from new members are obvious.
5. Record keeping is up-to-date and accurate.
6. Date of receipt of any checks by the Treasurer is noted, versus date on check, to highlight issues with transmittal to the Treasurer of checks by Chairpersons or the mail-pickup/delivery process of the Guild.

 **Section IV. Supporting Information.**

1. A copy of these Suggested Policies and Procedures will be given to the Auditor in order to facilitate (a) a working relationship with the Auditor and (b) the Treasurer’s understanding of what will be expected under the Audit.

2. The Treasurer may seek reimbursement from the Guild for expenses such as copy paper, postage, printer ink, photocopying, flash drives (for file back-ups) etc, but must provide standard supporting documentation.

3. The Proposed Guild Budget normally will indicate the maximum projection for income and expenses, thus may give a false impression of the assets and liabilities of the Guild. It is recommended that the "buffer" amount between likely costs/expenses and maximum be kept reasonable.

4. The Guild attempts to keep in its bank account a +/- 75%-over-normal costs/expenses as "rainy day fund". This is for unanticipated expenses such as rent increases, lower-than-anticipated income from the Opportunity Quilt and Silent Auction (about half the Guild's income comes from those), and so forth.

5. Some of the Notebooks may include policies regarding expenses or waivers that are not codified in a central information source. Over time, hopefully, this can be rectified. Here is an example of one:

Silent Auction Notebook: “*The participant responsible for bringing in the most money for a single item donated to the Silent Auction receives their next year’s QU dues gratis. (Anyone may donate more than one item, but the award is based on each single entry, not the total of any one person’s multiple entries)” …* So whoever that individual is, if they do not submit dues the following year, they are still a member in good standing.

*… “A $20 gift card is given to the Sit N Stitch group with the item bringing in the most money for a group donation. This goes to the contact person named in the directory, to be used by the group.”* … The Sit-N-Stitch group will need to file a reimbursement request for this.

**Section IV. Guild Property**:

You will be provided with:

* The QU Treasurer Guidelines notebook.
* Past year's QU Financial Records
* Boxes of records of the Treasurer for previous years.

End of Term Report Office of Treasurer

The information that you document will be helpful to future Auditor to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report.

Describe any unusual aspects of the year as it may have affected the performance of your role, and describe anything unique that you did in this role:

What was most difficult for you in this role? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What was easiest for you in this role?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What obstacles did you encounter?

Helpful Hints for future Treasurers:

Recommendations for change:

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendices**

**Example of Reimbursement Guidelines in Chairperson Notebooks**

Use the QU Request for Reimbursement form. A master from which to make copies is on the following page. Attach originals of receipts, using additional blank paper if needed. Tape the receipts to the form and circle the totals for reimbursement.

It is assumed that major expenses for Teachers will have already been paid as a part of their advance payment, so that requests for reimbursements will be for lesser amounts/items.

Normally, the Treasurer will be at the Meetings, and will have the Guild checkbook with her. If so, turn in the completed form with receipts to the Treasurer at the meeting. She should provide you with a check for the total reimbursement before the end of the meeting.

If the Treasurer is not present at the meeting, or you have elected to send in the request by mail, you may want to call the Treasurer if you need reimbursement to be expedited.

It is helpful to keep an expenditure log of supplies purchased. This will assist when determining future budgets. It will also help future chairpersons to see where, when and he quantities to purchase.

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**Example of Form: Request for Reimbursement**

Pay to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description Purpose/Activity Amount

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TOTAL AMOUNT: \_\_\_\_\_\_\_\_\_\_\_\_\_

Requested By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Receipts must be attached to this form to insure prompt payment).