### Chapter Treasurer

This position is an elected position to the TQG, Inc. Chapter Board.

**DESCRIPTION:**

The Chapter Treasurer oversees all financial matters for a chapter of Tidewater Quilters’ Guild, Inc. This position is a voting position as an elected Officer of the Tidewater Quilters’ Guild Chapter Board.

**DUTIES:**

The Chapter Treasurer has a familiarity with the TQG’s Constitution, By-Laws, Policies and Procedures, and this job description.

Attends all TQG’s Chapter Board Meetings. If attendance is not possible, the Chapter Treasurer notifies the Coordinator prior to the meeting and provides a knowledgeable substitute or a written report of the prior month’s activities.

Obtains new signature cards for the TQG’s Chapter’s checking accounts. This is started with a letter from the Executive Secretary with a list of those who will be authorized to sign each TQG accounts.

The accounts statement will be mailed to the guild Post Office Box. No one with check writing authority will have a key to the mail box. The PO Box chair will make copies of the bank statements and will mail the original to the appropriate treasurer with copies to the President. Upon receipt of the statement, the chapter treasurer will verify that the TQG Post Office address shows as the address.

Keeps a line-by-line transaction, with break down, by department budgets for the Chapter.

Writes checks and receives income for the Chapter.

No checks will be issued until the required paperwork is received; i.e. orange request form and receipt. If the request is for payment prior to purchase, the receipt will be required within 15 days. The memo section of the check will be used to show why the check was issued.

A receipt will be provided to anyone who turns in or pays in cash. The exception will be for items purchased from the guild such as BOM, patterns, magazines. The person who collects these purchases will turn over the cash to the treasurer and will be given a receipt. A note will be made on the receipt showing why the cash was received.

The Chapter Coordinator is the alternative signature for writing checks. Any reimbursement for the treasurer will be signed by the Chapter Coordinator. Conversely if the Chapter Coordinator needs a reimbursement, the Chapter Treasurer must sign the check. In other words, a check cannot be written to oneself

Balances the checkbook monthly.

Provides a copy of the Treasurer Report to each member of the Chapter Board and an additional copy to the Newsletter Editor for publication on a quarterly basis. Keeps documentation in files and provides a monthly report of these transactions to the Executive Treasurer as follows:

1. MONEY COLLECTED – AMT FOR EACH DETAILED SEPARATELY, I.E., BOM, MAGAZINES, ETC, WITH A TOTAL OF THE AMOUNT DEPOSITED.
2. AMOUNTS SPENT UNDER WHAT BUDGET ITEM
3. CHECKBOOK BALANCE

Provides Mid-Year (January) review of actual vs. proposed Budget expenditures to the Chapter and Executive Board.

Reproduces and provides copies of the reimbursement request forms to members of the Chapter for TQG, Inc.

Follows procedures of the attached TQG Internal Controls adopted January 1997.

Closes the books one week following the end of the fiscal year and provides the following to the Audit Committee auditors: Our fiscal year is July 1 through June 30.

1. The checkbook with registrar.
2. All bank statements, reconciled.
3. All deposit slips with cash receipts, denoting what deposit was for.
4. All reimbursements requests with the attached receipts, organized by month.
5. Treasurer’s report for each month.
6. Cash receipt books, if any.

Pays all bills and reimbursements immediate upon receipt of paperwork.

Bank Accounts: All accounts are with BB&T

Day Chapter: #xxxxxxx23

Night Chapter: #xxxxxxx74

Federal Tax ID number: #54-1262329

Virginia Tax ID number: #228346835-6

Note: The Executive Treasurer files the following forms but needs the reports from the Chapter Treasurers to complete them:

State Corporation Commission - Annual registration fee of $25 due by April 1. Report is sent to the President in March of each year.

Income Tax Return = File Form XXX which is due May 15, only if TQG meets the qualification of revenue exceeding an average of $25,000.00 over the last 3 years.

Retail Sales & Use Tax Return – Virginia requires filing Form ST-9. Dealer’s Retail Sales and Use Tax Return. This is due by April 1. There is a $10 late fee if filed late.

TQG is not exempt from Virginia Sales Tax.

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