### Executive Treasurer

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

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

It is a voting position.

**DESCRIPTION:**

The Executive Treasurer oversees all financial matters for Tidewater Quilters’ Guild, Inc. This position is a voting position as elected Officer of the Tidewater Quilters’ Guild Executive Board. The Executive Treasurer is listed with the State Corporation Commission as a director of this corporation.

**DUTIES:**

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

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

Chairs the Budget Committee. After the May Election and prior to June 15th, provides budget recommendations to the new President and Executive Board for the upcoming year. (see By-Laws #7 Budget). Submits to the Newsletter Editor, for publication, notification of the upcoming budget votes. Also provides Mid-Year (January) review of actual vs. proposed Budget expenditures to the Executive Board.

Obtains new signature cards for all TQG’s checking accounts. Verifies that all account statements are going to the TQG Post Office address, and ensures the Incoming Secretary signs resolutions section on all cards. Other signatories are listed in the By-Laws. This is started by a letter from the Executive Secretary listing the names of those authorized to sign for each account. Ensure that the resolution letter is also included in the list of authorized signatures.

Provides copy of the Treasurer Report to each member of the Executive Board and a summaryto the Newsletter Editor for publication. Will reviewmonthly treasury report from the other four TQG accounts (BB&T: day and night chapter, Quilt Show, and Quilt Raffle).

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

Writes checks and receives income for the Executive Board.

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

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:

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 upon receipt of paperwork. The list of usual monthly payments include: Chapter meeting space rentals, storage space rentals, copy expenses and insurance fees. For Chapter meetings, obtain a list each year with dates of Chapter Meetings, amount of rent/custodian care, Name and address of who the checks should be payable

Day chapter rent

Day Chapter custodian

Night Chapter rent

Night Chapter custodian

Pay Invoices when received for the following:

Storage Unit (includes insurance payment)

 Liability Insurance (annual)

Bank Accounts: All four accounts are with BB&T

 Executive Board Account: #xxxxxxxxxx79

 Day Chapter: #xxxxxxxxxx23

 Night Chapter: #xxxxxxxxxx74

 Quilt Show: #xxxxxxxxxx48

Federal Tax ID number: #54-1262329

Virginia Tax ID number: #228346835-6

Annually file IRS Form 990EZ for income tax exemption.

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

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

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

TQG is not exempt from Virginia Sales Tax.

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