

Kansas Capital Quilters Guild
TREASURER
Job Description

1. Handles financial responsibilities such as collecting dues, paying bills, paying rent for the meeting rooms, and files all required forms and reports, etc.
 - a. Maintains budget information in Excel. Balances spreadsheet, checkbook and accounting book paperwork with monthly bank statements.
 - b. Issues a printed financial report to Members at the second meeting in January and July.
 - c. Provides updated Treasurer's report each month at the second meeting.
 - d. File the Kansas Retailers' Sales Tax Return quarterly with the Kansas Department of Revenue and pays any sales tax owed.
 - e. By January 31st, file IRS 1099-Misc forms for Miscellaneous Income for each person paid at least \$600 during the prior calendar year per IRS guidelines.
 - f. Picks up mail at the Gage Center Post Office mail box. Secretary has the second key to the mail box to act as the backup.
 - g. Track the number of copies available at The UPS Store.

2. Maintains membership information in Excel.
 - a. Distributes copies of membership list in September to general membership. In 2018 members were provided a member booklet to replace the general membership lists.
 - b. Provides the newsletter editor of any name and address changes at the end of each month.
 - c. Gives membership cards for new members and renewing members at the time of dues payments.
 - d. Informs Vice President and newsletter editor of each new member application.
 - e. Serves on the membership committee.
 - f. Provides the membership list in PDF format to be distributed to members via email. List should only include name, address, phone numbers and email address of the members.

3. Vice President serves as an assistant during the membership renewal period to help collect monies.

4. Provides current budget information when proposed non-budgeted expenditures are to be authorized by the majority vote of the Board.

5. Require two signatures on Guild checks. Those authorized to sign are: President, Vice-President and Treasurer.

6. Treasurer will make available the Guild's financial records to be audited at the end of the term by a representative designated by the Board.