



**Treasurer**

**Supersedes**

Original - Standard Operating Procedure for Treasurer of Guild

**Current Chairperson**

Lynne Kampe – Quilt Year 2015/2016

**Job Description**

The Treasurer executes all monetary transactions as well as maintains the accounting books for the Guild. Responsible for maintaining any assigned budget targets.

The Treasurer is an officer of the Guild and is a yearly elected position.

**Procedure**

The following table identifies the actions to be performed and the individual or function responsible.

*Treasurer*

Item	Action
1.	Executes all monetary transactions for the Guild. This includes but is not limited to the collection of monies for dues, classes, retreats as well as issuing payments on behalf of the Guild for items such as speakers, retreats, charities, etc. NOTE: The Guild's bank account is maintained at <i>The Bank of Glen Burnie</i>
2.	Records and maintains financial records for the Guild. Maintain all receipts.
3.	Reports financial status to Executive Board as well as the general membership population.
4.	Treasurer to provide start up monies for Quilt Bingo and Quilt Show work stations such as admissions desk, raffle baskets, etc.
5.	Records income and expenses for Quilt Bingo and Quilt Show for both Friendship Quilt Guild and Eternal Quilters. Provides 50% of net income from event for items that are shared to Eternal Quilters.
6.	Provide prize monies to winners of challenges, Viewer's Choice (Quilt Show), Bingo raffle and selects.
7.	A yearly audit will be conducted during the months of June thru September. Two non-board members shall either volunteer in June or be appointed by the Executive Committee to perform the audit. The report from the auditors is due at the September meeting.
<i>Special Events Coordinator</i>	8. Provides and distributes tickets for raffle quilts for Quilt Show and Quilt Bingo. Provides and distributes admission tickets for the Quilt Bingo.

**QUILT SHOW CHAIRPERSON**

Item	Action
9.	Collect payments for retreats. Provides deposit and final payment to retreat center. NOTE: Retreats are not funded by the Guild. All expenses must be paid by attendees.
10.	Collect payments for classes. Provides final payment to instructor. NOTE: Classes are not funded by the Guild. All expenses must be paid by attendees.

**Previous  
Chairperson**Lynne Kampe  
Doris SlyeNote: Bank account opened in  
1992.