

**PRAIRIE QUILT GUILD  
WICHITA KANSAS  
JOB DESCRIPTION  
TREASURER**

Article IV, Section 6 of the Bylaws states, " The Treasurer shall record all funds made available to the Guild; shall keep written record of all transactions involving the Guild in the Prairie Quilt Guild, Inc. Treasurer's Book and present to the membership an itemized monthly report and an annual report; and shall attend all meetings of the Finance Committee.

The Treasurer's responsibilities include the following:

- To review job description
- To review former Treasurer's reports
- To attend Board of Director meetings
- To attend meetings of the Finance Committee
- Download and print all Board Meeting Minutes and put in notebook
- To explain to the Board at its first meeting, and to any other chair as necessary, the requirements and procedures for receiving and/or disbursing monies and for documenting requests for reimbursement
- To keep an accurate record of all financial affairs of Prairie Quilt Guild
- To provide vouchers for expenditure documentation
- To write and distribute checks after Board approval

**All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.**

- To pay program expenses at the time approved expenses are presented
- To maintain a record of receipts book, recording source and purpose, date, amount, and method of payment of monies received, providing a receipt for total monies received
- To provide receipt books for Workshop Chair, Membership Chair, and any other chairs who are to be collecting money
- To deposit all funds **promptly and personally** in the appropriate banking account
- To maintain an itemized month-to-month ledger for each PQG account for expenses and income and to maintain an itemized listing of income and expenses for each workshop
- To transfer funds as needed to appropriate accounts
- To prepare from ledger an itemized monthly report, which is to be posted on the bulletin board at all general meetings
- To present copies of an itemized monthly report at the Board of Directors meetings to all Board members
- To review the budget monthly and notify the Board of Directors of any member/chair exceeding budget
- To pay minimum voluntary rent to Senior Services, Inc. quarterly for guild and board meetings held there, the amount to be set by the Board of Directors at the beginning of each new term (keep in mind changing utility rates)
- To maintain an appropriate supply of checks, mail-in deposit slips, ledgers, receipt books, replenishing the supply as needed
- To obtain signature cards for Prairie Quilt Guild accounts at the various financial institutions to be signed by incoming President, Vice-President and Treasurer
- To retain all vouchers and receipts for the audit

[NOTE: Vouchers and receipts to be retained for 1 year then shredded]

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- To provide all canceled checks for the audit and then to retain these checks with permanent records of the treasurer for **THREE (3)** years—then shred
- To prepare an itemized annual report to be given to the Auditor along with receipts, vouchers, checks, ledgers, and account books
- To be accountable for Treasurer Notebook, files, monies received, and expenses incurred  
**All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.**
- To write a report at the end of term of office: (Treasurer report should include: Timeline of tasks to complete items, listing of all scheduled payments for memberships, dues, and contributions to national, regional and local organizations and subscriptions; inventory of items and supplies remaining; itemized income and/or expenses incurred)
- To submit copy of end of term report and annual report to the President, and Treasurer's Notebook
- To return Treasurer Notebook and files intact to the President at end of term or when requested

**Adoption of the auditor's report has the effect of relieving the Treasurer of responsibility for the period covered by her report, except in case of fraud**

**Any deviation in policy requires Board of Directors approval.**

PQG BOD JOB DESC  
MS WORD: 8/95; Revised 9/97;9/99, 8/2005;Revised 2009;Reviewed 2011