

	<b>Friendship Quilters Of Linthicum Guild</b>	Standard Operating Procedure		Effective Date	Page
		<b>Treasurer</b>	<b>FQG- 03</b>	10/01/2023	1 of 1

Supersedes	1/7/16 – Standard Operating Procedure for Treasurer of Guild
Current and Previous Chairpersons	See Website
Job Description	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 speakers, retreats, charities, etc. NOTE: The Guild's bank account is maintained at <i>The Bank of Glen Burnie</i> . Responsible for maintaining any assigned budget targets. The Treasurer is an Executive Officer of the Guild and will serve a term of two years, not to exceed three consecutive terms. (See By-Laws , Article V) Will attend Executive Board and Committee Board Meetings
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
<b>Treasurer</b>	1.	Record and maintain financial records for the Guild. Maintain all receipts.
	2.	Report financial status to the Executive Board as well as the Membership upon request.
	3.	Is authorized to co-sign checks of the organization.
	4.	Submit a monthly Budget Report to the Newsletter.
	5.	Provide records to the Auditors for a yearly financial audit after July 1st. (Auditors' report is due at the September meeting.)
	6.	Coordinate with the President to identify a tax preparer and provide records to the tax preparer.
	7.	Maintain 501c 3 status as needed.
	8.	Submit a budget request for the upcoming year to the Vice President by May 1 <sup>st</sup> .
	9.	Provide start up monies for Quilt Bingo work stations and record Quilt Bingo income and expenses.
	10.	Provide and issue tickets for Raffle Quilts and admission tickets for Quilt Bingo.
	11.	Provide prize monies to winners of challenges and Quilt Bingo special selections.
	12.	Collect payments for retreats and classes. Provide deposit and final payment to retreat center or class instructor. NOTE: Retreats and classes are not funded by the guild. All expenses must be paid by attendees.