

Quilt Show Treasurer

Job Description

1. September – Prepare written proposed Quilt Show budget – proposed versus previous year actual by category to present to Quilt Show Committee for approval by the Quilt Show Committee. File a copy of approved budget in Treasurer’s binder for reference and forward a copy to the PVQA Treasurer.
2. Acquaint all Quilt Show volunteers who will be handling cash or checks with the following procedures.
3. Control over cash
 - a. Receipts
 - i. Receipts are to be turned in by volunteers within one week.
 - ii. A receipt report for all monies turned in is to be prepared by each person collecting payments. The report must state what the funds are for (e.g., number of tickets sold, which vendors paid their booth fees, etc.) It must be signed by the person who collected the money as well as by the Show treasurer when she receives it.
 - iii. Funds are to be promptly deposited on a weekly basis. Attach receipt reports to the copy of the deposit slip.
 - iv. Funds collected by volunteers are not to be “offset” against payments due them for expenses.
 - v. Receipts are to be promptly recorded in the accounting system using the date the funds were deposited in the bank.
 - b. Payments
 - i. A list of authorized signers is to be documented each year.
 - ii. Reimbursements requests by volunteers are to be submitted within one week.
 - iii. Receipts or other documentation are to be attached to all requests. .
 - iv. Payments due volunteers are not to be “offset” against receipts they have collected.
 - v. Checks are to be issued once a week.
 - vi. All transactions are to be recorded promptly in the accounting system.
 - vii. Supporting documents are to be attached to check copies (or check numbers) and filed by number in binder by month.

- c. Transfer of funds
 - i. Transfer of funds between checking and savings are to be filed in binder by date occurring.
 - d. Bank reconciliations
 - i. Bank reconciliations on the accounting system are to be performed as soon as bank statements are received.
 - ii. Follow up on checks not cashed within 30 days.
 - iii. Follow up on discrepancies.
 - iv. A copy of reconciled bank statement is to be sent to PVQA Treasurer by the 15th of each month.
4. Reporting
- a. At the end of each month, a report comparing revenue and expenses with the budget by category is to be prepared and a written copy presented at the monthly Quilt Show Committee meetings. A copy is to be forwarded to the PVQA Treasurer by the 15th of each month.
 - b. The Quilt Show Chair is to be notified of any significant differences.
 - c. An end-of-year report—budget versus actual by category--is to be prepared and presented in writing to the Quilt Show Committee at the final meeting (usually March). A copy is to be forwarded to PVQA Treasurer.
 - d. Books are to be ready for audit by April 1.
 - e. In collaboration with Quilt Show Chairperson and PVQA Treasurer, incorporating any suggested changes by the auditors into the accounting process for the coming year should be considered.
 - f. Appropriate tax returns and other necessary documents as required for the Quilt Show are to be prepared and filed – NEED LIST WITH DUE DATES
5. Miscellaneous
- a. Permit(s) needed for the opportunity quilt and baskets are to be obtained and posted as required – LIST WITH DUE DATES
 - b. Merchant account to accommodate credit card charges for the auction(s) is to be maintained.
6. Closing the books
- a. Copies of the ending bank balances and bank reconciliations are to be filed in the front of the binder for the following year's Quilt Show treasurer

- b. Copy of end of year report—budget versus actual by category—is to be filed in the front of binder for incoming treasurer
- c. A copy of audit report is to be filed in the front of binder for incoming treasurer
- d. Pat yourself on the back for an important job well done!

Updated
October 2014