

Kempenfelt Quilters' Guild
Job Description

Position Title: Treasurer

Date Revised: March & July 2013

1. PURPOSE OF THE JOB

Receive and disburse all guild monies including membership fees and any other monies coming into the guild, and keep an up-to-date Journal of all these transactions.

2. PRIMARY RESPONSIBILITIES

- Maintain the bank account and make all deposits.
- Reconcile the Guild's financial records with the bank statement monthly.
- Pay all Guild financial obligations in a timely fashion.
- Reimburse any committee convenor's expenditures upon receiving a receipt and an Expense Reimbursement Form.
- Treasurer's signature to appear on all cheques along with the signature of one other signing officer i.e. President, and/or Vice President.
Two signatures are required on all cheques issued.
- Prepare and present monthly and year-end Financial Reports to the Executive at the monthly meetings.
- Confirm dates/rooms /rental fee with ANAF yearly and pay rent.
- Prepare an annual Corporate Tax Return to be filed with the CRA. It may be done as soon as the August 31 year-end is completed and must be filed within 6 months (by Feb 28 of the following year).

3. SECONDARY RESPONSIBILITIES

- Assist in preparation of a balanced budget for the new fiscal year at each year end along with the President, Vice-President, Past President and incoming Treasurer prior to the September Executive meeting.
- Keep 6 years of Financial Records following the year the Tax Return was filed and accepted by the CRA. Eg. If the 2013 tax return is filed and accepted in 2013, it must be kept on file until August 31, 2019.
- Write an annual report of activities, one copy to Secretary for incoming member, one to President for Archive.
- Prepare orientation materials for incoming Executive member and meet for hand-over and orientation
- Seek input from Committees with a designated budget to evaluate necessity for changes in their budget.
- Attend the annual Budget meeting in August.

4. FINANCIAL RESPONSIBILITIES

- (As above)

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Bookkeeping or Accounting skills.
- Ability to use a computer spreadsheet program; e.g., Excel.