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## handweavers guild of boise valley, inc.

In addition to the Duties outlined in the Bylaws the Officers will carry out the following:

### **Treasurer -- Job Description**

- I. Keep all financial records and accounts of the Guild updated, balanced and in good order.
  - A. Accounts at the US Bank include:
    1. Checking
    2. Certificate of Deposit
- II. Preparation and presentation of the Yearly Budget
  - A. Prepare a yearly budget with the board in March.
  - B. Publish the prepared budget in the April newsletter.
  - C. The budget will then be discussed and voted on by the membership at the April guild meeting.
- III. Pay the rent to the meeting facility for the meeting dates.
- IV. Pay P. O. Box rent in October.
- V. Pay all bills, dues, subscriptions in a timely manner.
- VI. Pay ANWG (Association of Northwest Weaver's Guilds) dues in the early Fall.
- VII. Reimburse members for approved expenses, based on receipts.
- VIII. Maintain an accounting of the monies from the Pat Ann Education Fund separate from the Guild general funds, and provide reports to the Fund Administrator, as requested.
- IX. Monitor and manage online payments in the Guild Square account that is used to accept online payments. Move money from Square to the checking account as needed.
- X. Prepare a year-end report. Provide a hard copy of the report for the historical records.
- XI. Ensure completion of a year-end report for the IRS, which consists of an e-postcard online.

Send the report between June and the deadline of October.
- XII. At year end hold a self-audit of the treasury records, with the assistance of the President and one at-large member, who will be appointed by the President.
- XIII. Maintain necessary records for 7 years, or as required.

- XIV. Give updates about guild activities to the Social Media Chairperson, as needed.
- XV. Give updates for the guild website to the Webmaster, as needed.
- XVI. Orient a successor. Include individual electronic passwords, financial account placement, and checklists.