

TH&SG Treasurer Job Description

Treasurer shall act as custodian of all funds and shall receive and disburse funds as authorized by the organization; shall present an accounting at all meetings; shall give a full account to members attending the Transitional Board Meeting in June; and, shall arrange to have the books of account reviewed annually for propriety by an individual with bookkeeping expertise no later than July 1st.

Duties of the Treasurer:

1. Receive and disburse funds as authorized by the board.
2. Present accounting at board meetings and summary at general meetings.
3. Keep accurate records in Quicken and checkbook.
4. Balance accounts monthly.
5. Close out at end of fiscal year.
 - a. TH&SG fiscal year is July 1 through June 30.
 - b. Print out account summary and income/expense statement and budget report for the entire year.
 - c. File annual report forms with the state of Arizona, due September 1 (forms should have been received by mid-July, else contact Corporation Commission). Previous years' forms are filed under "Corporation Commission".
 - d. File registration forms with Arizona Secretary of State Office, due September 1. Forms can be downloaded from website: www.azsos.gov/charties Downloadable forms: Registration Renewal and Financial Statement. Previous years' forms are filed under "Sec of State".
6. Request the Workshop Chair obtain and supply to the treasurer the social security number of each workshop instructor, for use in filing 1099 forms with the IRS.
7. Each January, request 1099 forms from the IRS for individuals who have been paid more than \$599 for services rendered to TH&SG during the past calendar year. The forms are not downloadable, but may be ordered through the IRS website:
8. www.IRS.gov or by calling the IRS, see phone book entry -Government: Federal
9. Pay rents for meetings for general guild, board, study groups, workshops.
10. Pay annual insurance policy premium, and obtain individual insurance certificates for each meeting location used by the guild.
11. Prepare annual budget with the President and Vice-President at the end of the fiscal year for the next fiscal year.
12. As needed, prepare financial summaries of workshops, fashion show, TMA sales, etc.
13. Acknowledge gifts to guild by providing a tax-deductible form and letter of appreciation as appropriate.