

Treasurer

1. Prepare a budget for the Quilt Show Committee and the Guild Executive. Each Portfolio Leader will submit a budget to the Treasurer.
2. Responsible for all Quilt Show accounting and banking procedures (at lowest possible charges) prior to and during the Show. (i.e. arrange for the transfer of start up funds from the Guild Treasurer; collection of revenue from Committee members for deposit at the bank; issue payment in a timely fashion for all expenses incurred).
3. The Treasurer and Chairs (and Secretary if only one Chair) will each have signing authority on behalf of the Quilt Show Committee.
4. Prepare a financial statement for each Quilt Show Committee meeting.
5. During the Show, arrange periodic collection of monies from the Front Door, Members' Boutique, Silent Auction and any other money collecting sites at the Show.
6. Arrange for easy access to deposit money at a bank close to the venue during the Show.
7. Have petty cash on hand during the Quilt Show. Provide a cash float and coin rollers for the Front Door and Members' Boutique.
8. Prepare a Financial Report at the completion of the Quilt Show for inclusion in the Quilt Show Committee's Final Report for the Guild Executive.
9. Balance the books and return funds, as necessary, to the Executive of the York Heritage Quilters Guild after the Show.