

Concord Piecemakers Job Description  
Treasurer

1. Deposit all monies into CPM's Middlesex Checking account. Monitor the Middlesex savings account and two CD accounts. Transfer monies as needed. Open new bank accounts within the previously mentioned bank(s) or with a new bank after approval by the President or acting President. Close bank accounts as deemed reasonable with the approval by the President or acting President.
2. Reconcile bank statements.
3. Write all checks as needed, keeping all slips and receipts. Be sure that each chairperson knows that the treasurer is to receive either the original receipt or a copy in order to be reimbursed for expenses.
4. Quilt Show: the Treasurer shall prepare and supply separate cash boxes to each group. Do NOT mingle monies from one group to another. At the end of the quilt show the Treasurer shall collect all receipts and deposit the funds within a few days of the show. Promptly inform all pertinent personnel the total receipt from the quilt show. Prepare a final report with income and expenses for the following monthly meeting.
5. Prepare Profit and Loss statement for each board meeting and give it to the President.
6. Prepare next year's annual budget by the April board meeting. The President notifies all committee heads of their budget at the beginning of the year (or the end of the previous year).
7. At the Annual Meeting in May, the budget is to be presented to the membership.
8. The Treasurer and new President must go to Middlesex Savings to sign new signature consent forms and/or change information on accounts.
9. Annual books close on May 31.
10. File tax returns as required by both the State of MA and the IRS.
11. Review insurance policy on an annual basis and update as necessary with approval of the board.
12. Obtain "Certificate of Insurance" paperwork for all CPM-sponsored workshops.
13. Empty the CPM mailbox on a regular basis. Distribute the mail appropriately.
14. Give a final copy of the year's financial report to the Secretary for filing with the other year-end reports.