

Embroiderers' Guild of Victoria

Position: Treasurer

- Act as signing authority on all bank accounts (this is done in conjunction with the President, Vice-President and Secretary)
- Maintain a chart of accounts, by keeping full and accurate records of all EGV receipts and disbursements
- Ensure that expenses (include receipts) and submission of funds forms are always submitted and are accurate and complete
- Ensure all events, functions and workshops that collect fees complete a final report that includes the information in the EGV Function Statement
- Deposit money/cheques in a timely fashion
- Issue EGV cheques in a timely fashion upon receipt of the completed Expense Reimbursement form
- Reconcile bank statements monthly
- Email the monthly financial report to the executive at least one day prior to the EGV executive meeting
- Pay for facilities rental
- Ensure payment of insurance (for EGV assets) on a yearly basis (usually due late January). Notification by email - Insurance is through EAC
- Coordinate, with the EGV Membership Director and the EGV Youth Director, the remittance of memberships to the applicable EAC person(s)
- Prepare a year-end financial statement for presentation at the June meeting
- Prepare the EGV books for review in July
- Prepare the annual budget with input from the executive
- Present the annual budget to the membership for approval at the AGM
- Coordinate any needed transfers of signing authority for bank accounts
- Attend meetings of record and executive meetings providing current financial reports
- Present applicable motions – annual budget, annual non-budgeted expenses, bursary limits, membership fees, Year End Financial Statement and appointment of a financial reviewer

Time Line:

January/February:

Pay insurance. As of April 26, 2016: Group policy with EAC.
Contact EAC treasurer for invoice details
Request budget numbers from executive and committee members

February/March:

Prepare proposed budget for inclusion in April/May newsletter

May:

Present proposed budget to membership for discussion and prepare year-end financial reports

June:

Present final financial reports for approval, present annual budget for approval, and appoint financial reviewer

July:

Pay contracts and renewals as required e.g. Website (Domain renewal) (5 years), Hosting Renewal (5 years), etc. (Invoice may be sent to the EGV Webmaster, etc.

August:

Set up payment plan for facilities rent for the upcoming year

Ongoing Tasks:

- Depositing cheques/monies from EGV functions and events
- Reimbursing members for EGV expenses as per their completed forms
- Monthly financial reports to executive and membership at evening meeting