2/6/2022

DIRECTORS: TREASURER

TERM: 2 YEARS

Changes to Job Description due to Covid-19 pandemic and the inability to hold in-person meeting:

All jobs described below that are in *italic font* are suspended until in-person meetings can occur again. Jobs that are unaffected by the inability to meet in person or are new due to inability to meet are **bolded**.

Serve as the chief financial officer of the Association. Have the general care and custody of all funds and securities of the Association. Sign any and all bank forms and file all necessary tax returns.

**Treasurer Duties:**

* **Insure timely payment of all SCVQA bills and contracts.**

• **Make deposits as necessary.**

**• Give receipts, when requested, for incoming funds.**

**• Maintain and reconcile bank accounts.**

**• Complete and file tax returns.**

**• Complete and file quarterly sales tax reports.**

* **Prepare and mail annual 1099’s and 1096 per IRS regulations.**
* **Complete financial reports including the balance sheet, profit and loss and general ledger reports on a monthly basis. Distribute these reports to board prior to board meeting for review and comment.**
* **Reconcile Affinipay deposits and charges to bank account monthly.**
* **Submit balance sheet for the newsletter.**

**• Form budget committee and complete yearly budget proposal.**

**• Assist quilt show treasurer as needed.**

*• Bring checkbook to all in person events.*

• **Keep copies of insurance documentation.**

**• Attend monthly board meetings.**

**• Check your work periodically with an experienced bookkeeper or accountant.**

**• Maintain and adhere to treasurer procedure manual**.

**Record Retention Requirements:**

Permanently Retain (either hard or soft copies)

* IRS/State determination letter and related documents
* Contracts or leases, executed by treasurer, that are still in effect
* Tax returns and worksheets, other IRS, State or local determinations
* Audit reports
* Year-end financial statements with a copy of the general ledger for the year
* Insurance records

Retain for 10 years

* Bank statements and reconciliations
* Expired contracts and leases, executed by treasurer, from the date of expiration
* Donation records
* Discard any above documents that are greater than 10 years old

Retain for 4 years

* General correspondence
* Discard any correspondence greater than 4 years old

Retain for 3 years

* Internal reports
* Discard any internal reports greater than 3 years old