

Duties of the TBQ Guild Treasurer

VOTING MEMBER OF THE EXECUTIVE COMMITTEE

The Treasurer:

- distributes bank bags to appropriate chairs before the general meeting and collects the bags when the meeting concludes, verifying the amount of money in each bag
- deposits all incoming money and keeps a detailed record of the source
- reconciles monthly bank statements
- posts year-to-date income, expenses and balances for budgeted items monthly, and makes copies of this report available at the membership table for each TBQ general meeting
- presents financial recommendation at Executive Committee meetings and then to the membership if needed
- serves as the Budget Committee chair for the proposed budget each year
- submits the finalized budget to the Executive Committee and general membership for approval
- reviews procedures with the incoming Treasurer
- files a report of actual income, expenses and net totals for each line item and compares these year-end figures against those in the proposed budget
- arranges to have the names of Officers authorized to sign checks changed as necessary
- picks up TBQ mail three or four times a month
- files Federal and State reports
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

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Where if the mail picked up from

Does the treasurer have personal expenses for reimbursement