

Treasurer

Role Description

The Quilt Show Treasurer is a member of the Quilt Show Committee and in conjunction with the Chair(s) ensures effective communication of and adherence to the quilt show budget to all Leads. In alignment with the Chairs, the Treasurer provides necessary financial education for the show to Leads, establishes reporting and tracking requirements, and provides the appropriate tools.

Timeframe

Beginning with the initial planning of the Quilt Show through the post show review and/or until all outstanding financial issues associated with the show are fully resolved.

Primary Responsibilities

Before and During the Show

- Arrange for insurance for current show.
- Work with each committee, assuring that it operates within its designated budget.
- Ensure proper accounting for each committee budget and payments made thereto
- Ensure deposits are made in a timely basis.
- Ensure process for requesting and receiving reimbursements is communicated to each Committee Lead; provide appropriate reimbursement request form.
- Provide required raffle verbiage to Opportunity Quilt Ticket & Sales Lead for ticket printing.
- Oversee cash counting room at the Show venue.
- Renew the Solicitation of Contribution license (raffle license) This should be done by Show or Guild Treasurer
- Provide training and/or documentation to Admissions, Boutique, Bazaar and Basket Raffle Leads.
- Work with Staffing Lead to secure and schedule counting room volunteers for Show.

After the Show

- After the show, see to the payment of any outstanding bills
- Make an accounting (audit) of all Quilt Show income and expenditures.
- Submit financial report to the licensing authority at the conclusion of the Quilt Show.
- Submit itemized income and expense report to Quilt Show Chairs.