

## Duties of Treasurer

<b>DUTY</b>	<b>FREQUENCY/ TIMEFRAME</b>
Pay yearly rent to the church in 2 increments - for use of the Fellowship Hall for monthly meetings	Aug to Dec @ \$50 per month Jan to July @ \$50 per month
Pay yearly subsidy to Custodian (Jim Steiner) for set-up/ maintenance service in using the Fellowship Hall meeting room. Check is to be a separate payment from rent check.	July to June @ \$25 per month
Pay yearly rent to church for use of Adult Sunday school room for Board meetings	Aug to June @ \$20 per month
Pay yearly rent to church for special workshops or meetings.	As needed - \$50 to church & \$25 to Custodian
Pay guild insurance yearly - invoice is sent to church mailbox	August - amount as per invoice
Collect money for no name tags at meeting	\$0.50 per person
Balance checkbook	Monthly
Provide Treasurer's report	Monthly (at Board & general meetings)
Deposit funds received in a timely fashion	Monthly
Count all money received for deposits. Track all deposits and checks paid in guild ledger. Itemize all amounts. Provide explanation of each item.	Monthly
Track library deposits and expenses. Provide amount librarian has been budgeted.	As needed
Attend all Board meetings	Monthly
Provide books and statements for audit	Yearly
Pay Maqnet dues	Yearly - January \$15.00
Create yearly budget for the guild	Yearly by August Board meeting
Create letter on letterhead to change signers of checking account. Arrange meeting at the bank with new signer. Call bank to schedule meeting.	Yearly - for new President & new Treasurer
Pay for storage unit rental	Yearly by April 15
Purchase door prize gift for each meeting	Monthly
Perform the On-line Tax filing to maintain Tax Exempt status	Yearly - October
Track & pay for guild expenses. Require receipts for all payments.	As needed