

T.A.Q.G. Treasurer Questionnaire 2017

TAQG Rep: _____ Best Email: _____
Guild: _____ Secretary: _____

1. Treasurer's term of office? _____ Is there a term limit? Yes _____ No _____ Comments: _____

Are there background requirements for Treasurer candidates? (CPA, Accounting work experience, etc.)

Describe: _____

Is there a written procedure to transfer responsibility to the next Treasurer? Yes _____ No _____

What records, etc., do you pass to the next Treasurer? (Account access, change passwords, laptop, etc.)

2. Is your guild a non-profit? Yes _____ No _____ If so, who is responsible for filing IRS E-card?

Who is responsible for deadlines for reports to IRS and State Franchise Board?

Does your Guild have a State Sales and Use Tax number? Yes _____ No _____

Do you understand the state laws concerning Sales and Use Taxes? Yes _____ No _____

Who files your taxes, (i.e. guild treasurer or accountant). _____

Do you pay anyone to do any of your financial reports, guild records, or taxes? Yes _____ No _____

Comments: _____

3. Does your guild do audits? Yes _____ No _____ If Yes, How often & who? (members, etc.)

How long are the guild's financial records kept? _____ Format/where are they kept?

4. Who is responsible for preparing the Annual Budget? _____

Do you issue periodic reminders about remaining budget amounts? Yes _____ No _____

If so, how often? _____

Are there repercussions for budget overages? Yes _____ No _____

5. When you collect money from Guild members, does it flow through and officer of chairperson, or is it paid directly to the Treasurer? (Dues, workshops, retreats, etc.) Yes _____ No _____

Does the Guild's collection method cause problems in record keeping for you or the chairperson?

Yes _____ No _____

What do you consider the biggest problem as Treasurer?

What advice would you give to someone considering your job?

6. Other issues you would like to discuss during secondary meeting?

Feel free to add another page for your answers or questions.