

BCQG=Bear Creek Quilt Guild
 FQG=Frisko Quilt Guild
 MKQG=McKinney Quilters Guild
 QGA=Quilters Guild of Arlington
 SQG=Sherman Quilt Guild

CQEC=Creative Quilters of Ellis County
 GaQG=Garland Quilt Guild
 MQG=Mesquite Quilt Guild
 QGD=Quilters' Guild of Dallas
 TSQG=Texas Star Quilt Guild

DQG=Denton Quilt Guild
 HQG=Homespun Quilters Guild
 RRVQG=Red River Valley Quilt Guild

1 Treasurer's term of office? / Term limit?			
BCQG	1 year / Yes	MQG	1 year / No
CQEC	1 year / 2 years		
DQG	2 years / Yes	QGA	1 year / 2 years
FQG	1 year / 2 years	QGD	Treasurer is a hard to fill position, needs a stability that a term limit wouldn't allow.
GaQG	1 year / 2 years	RRVQG	1 year / Yes
HQG	2 years	SQG	1 year / 2 years
MKQG	Usually commits to a 2 year term	TSQG	/ No

Are there background requirements for Treasurer candidates?			
BCQG	Helpful, but not asked	MQG	No
CQEC	General bookkeeping/accounting. Work experience a plus.		
DQG	No	QGA	Don't know. Assume some - use spreadsheets
FQG	No	QGD	Acctg background helpful. CPA not required
GaQG	No	RRVQG	No
HQG	Experience with being a treasurer	SQG	No
MKQG	No	TSQG	None

Is there a written procedure to transfer responsibility to the next Treasurer?			
BCQG	No	MQG	Yes
CQEC	No		
DQG	No	QGA	No
FQG	Yes	QGD	No
GaQG	No	RRVQG	
HQG		SQG	No
MKQG	No	TSQG	No

What records, etc., do you pass to the next Treasurer?			
BCQG	Laptop, prior years records, account access	MQG	Account access, all statements & backup
CQEC	Electronic/paper files; checkbook; online passwords changed		Bank password, Change signature card, Prior records, Thumb Drive of reports
DQG	All records	QGA	
FQG	All records	QGD	Chkbbk, acct access, paper rec. Quickbooks
GaQG	Acct access, files, eFiling pswds, checkbook, PO box key	RRVQG	
HQG	All records for the past 3 years	SQG	All records/reports/checks/bank records
MKQG	7 years records, spread sheets, bank info	TSQG	Acct access, Debit card, prev. year's reports

2 Is your guild a non-profit? / If so, who is responsible for filing IRS E-card?			
BCQG	Yes / Treasurer	MQG	Yes / Board
CQEC	Yes / Guild President		
DQG	Yes / Treasurer	QGA	Yes / Treasurer
FQG	No / Treasurer	QGD	Yes / CPA prepares 990 and 990-T forms
GaQG	Yes / Treasurer	RRVQG	No
HQG	Yes / Treasurer	SQG	Yes / Treasurer
MKQG	Yes / Treasurer	TSQG	Yes / CPA

Who is responsible for deadlines for reports to IRS and State Franchise Board?			
BCQG	Treasurer	MQG	Board
CQEC	Guild President		
DQG	Treasurer	QGA	Treasurer
FQG	Treasurer	QGD	VP Finance responsible - done by Treasurer
GaQG		RRVQG	N/A
HQG	Treasurer	SQG	Treasurer
MKQG	Treasurer	TSQG	Treasurer in conjunction with CPA

Does your Guild have a State Sales & Use Tax number? / Do you understand the state laws concerning Sales & Use Taxes?				
BCQG	Yes / Yes	MQG		No /
CQEC	Yes / Yes			
DQG	Yes / Yes	QGA		Yes / Yes
FQG	No / No	QGD		Yes / Yes
GaQG	Yes / understand basics, but not state law	RRVQG		No / Yes
HQG	Yes / Yes	SQG		No /
MKQG	Yes /	TSQG		No / No
Who files your taxes?				
BCQG	Treasurer	MQG		
CQEC	Guild President			
DQG	Treasurer	QGA		Treasurer
FQG		QGD		Fed - CPA firm; others by Treasurer
GaQG	Treasurer	RRVQG		N/A
HQG	Treasurer	SQG		
MKQG	Treasurer	TSQG		CPA
Do you pay anyone to do any of your financial reports, guild records, or taxes?				
BCQG	Had an accountant do state and federal in the past	MQG		No
CQEC	No			
DQG	No	QGA		No
FQG	No	QGD		CPA firm
GaQG	No	RRVQG		No
HQG	No	SQG		No
MKQG	No	TSQG		Yes - CPA for 501C3 tax filings
3 Does your guild do audits? / If Yes, How often & who?				
BCQG	Yes - each year - 3 volunteer members	MQG		Yes - yearly - president appointment
CQEC	Yes April & October; Pres. & 2 non-board guild members			
DQG	Yes - Yearly, guild board members	QGA		Yes - yearly - president appointment
FQG	Yes - yearly - 2 members other than Treasurer	QGD		Yes - No regular schedule
GaQG	Yes - annually	RRVQG		Yes
HQG	Yes	SQG		Yes - yearly
MKQG	Yes - first of each year	TSQG		No
How long are the guild's financial records kept? / Format/where are they kept?				
BCQG	7 + years / Files in storage unit	MQG		13+ years - Excel and storage building
CQEC	7+ years / Treas./Pres. keep elec. files; treas. keeps current & previous year; Paper records archived off-site			
DQG	5 years	QGA		Don't know - Paper Files - Passed to Treas.
FQG	Indefinitely - paper	QGD		Tax returns 7-8 years; others for 3 years
GaQG	"Indefinitely" - Requesting a retention policy	RRVQG		Forever - passed to next officer
HQG	10 years - paper and electronic	SQG		Indefinitely - treasurer has possession
MKQG	7-8 years - older files / newer electronic drive	TSQG		7 years - Hard copies in locked cabinet
4 Who is responsible for preparing the Annual Budget?				
BCQG	Treasurer and Board	MQG		Treasurer and committee
CQEC	Not an established process			
DQG	Treasurer	QGA		Treasurer and committee
FQG	Treasurer and Board	QGD		VP Finance
GaQG	Treasurer and Board	RRVQG		N/A
HQG	Committee	SQG		Board members
MKQG	Board	TSQG		Treasurer submits proposal to Board
Do you issue periodic reminders about remaining budget amounts? / If so, how often?				
BCQG	Yes / Quarterly	MQG		Yes - if the amount nears the budgeted amt
CQEC	No			
DQG	Yes / Monthly	QGA		Yes / Quarterly
FQG	Yes / Monthly in Newsletter	QGD		Yes / at Board meetings as needed
GaQG	Yes / Pres does. I send reminders as I submit final budget	RRVQG		No
HQG	No	SQG		Verbal - as needed
MKQG	No	TSQG		Yes / Monthly to President

Are there repercussions for budget overages?				
BCQG	No	MQG		
CQEC	No, Monthly spread sheet for board review.			
DQG	No	QGA		No
FQG	No	QGD		No
GaQG	No - possible Pres. Discuss with committee	RRVQG		N/A
HQG	We try to find other areas to shift budget as needed	SQG		No
MKQG	No	TSQG		No - Seldom do we have overages
5 When you collect money from members, does it flow through officer/chairperson, or is it paid directly to the Treasurer?				
BCQG	Yes - Chairperson	MQG		Yes
CQEC	Yes - Established process, with receipts, signed off by board member and not direct to treasurer			
DQG	Chairperson collects /documents then passes to Treasurer	QGA		Yes - Chairperson
FQG	Membership chairperson	QGD		Yes - Chairperson or officer
GaQG	Chairperson collects then passes to Treasurer	RRVQG		Yes
HQG	Paid to treasurer	SQG		Yes - Chairperson to treasurer
MKQG		TSQG		Yes - Chairperson to treasurer
Does the Guild's collection method cause problems in record keeping for you or the chairperson?				
BCQG	No	MQG		No
CQEC	No			
DQG	No	QGA		No
FQG	No	QGD		No
GaQG	Yes	RRVQG		No
HQG	No	SQG		No
MKQG	No	TSQG		No
What do you consider the biggest problem as Treasurer?				
BCQG	Getting proper forms filled out	MQG		Receiving accounting where money collected should be credited
CQEC	Checks require 2 authorized signatures; requires setting up meeting w/auth. signer & delivering to requester			1. Money turned in does not balance. 2. Check request don't have the President's Approval
DQG	Very time consuming	QGA		
FQG		QGD		Lack of details from those asking for check
GaQG	The busy time coincides with my work busy time	RRVQG		
HQG	Tracking names of people paying cash; accurate records	SQG		New to this position
MKQG		TSQG		Getting someone else to take on the position.
What advice would you give to someone considering your job?				
BCQG				
CQEC	Keep the established process for approvals of funds and deposits			
DQG				
FQG	keep good, accurate records			
GaQG	Ensure you are committed. Understand all required before committing. Talk to prior Treasurers - a lifeline			
HQG	I created a form that requires details of money exchanged. Purchased Quick Books			
MKQG	Constantly keep up with records			
MQG	Need to have elementary knowledge of accounting and balancing checkbook			
QGA	Like numbers, Be detail oriented, Have some experience, Can use spreadsheets, Keep good records			
QGD	Need an accounting background and able to make the time commitment			
RRVQG				
SQG	Be organized and record as transactions happen			
TSQG	Keep records up to date--do not fall behind on record keeping. Emphasize the need for re			
Additional Comments:				
	Outline to create a written job description to help establish clear and concise treasurer guidelines for our guild. And also guidance with a written process to transfer responsibility to a new treasurer			
	Other taxable income & how reported. 3 day quilt show regarding taxable & non-taxable days, if only allowed a 2day non taxable fundraiser			
	Perhaps something about 501C3 compliance. How other guilds developed a retention policy. Data protection			
	Why is it considered necessary to be a 501C3 when you are a small guild awith less than \$10,000 at any one time			