



Southern Connecticut Modern Quilt Guild Treasurer Duties

SCTMQG Treasurer Tasks [revised 9/1/2023]

- Collect dues, class fees, retreat fees ...etc, either by coordinating with PO Box pickup or mailing to their home
- Pay MQG renewal, P.O. Box, class fee, reimburse class supplies ...etc.
- Input monthly into Profit and Loss statement.
- Create itemized Treasurer Report [quarterly minimum 3/31; 6/30; 9/30; 12/31] and share with Social Media Admin to be shared on Member's pages. Please see 2023 reports for structure

January/February

- Squarespace Website renewal. ?2024 \$ and where to send.
- All Dues in and members recorded .
- Pay MQG membership renewal [at this time \$300/year for # of members]
- Send membership list and their email addresses to MQG.
- Submit to MQG; previous years Profit and Loss statement.
- On MQG ; File 990 for IRS.

September / October

- Pay P.O.Box #254 yearly Fee [at this time \$176/year]

Westport USPS; 275 Post Road; Westport, CT 06880; 1-800-275-8777

- Reimburse Retreat expenses (rental space, tables, chairs, prizes, food etc....)

November/December

- Start collecting next year's Dues.
- *** Note when changing Treasurer:
- Must go into bank with previous treasurer and fill out paperwork.
- Must update leadership (transfer to new treasurer) on MQG website [to be able to receive notifications]; and to be able to access MQG email.