



NEORQC Treasurer

The duties of the NEORQC Treasurer include attending board meetings, general meetings, and serving as a member of the board. Duties of the Treasurer include maintaining the financial records of NEORQC. The Treasurer is responsible for preparing all financial reports including those for the Internal Revenue Service.

The new Treasurer and new President must sign the paperwork at the current financial institution along with the past president and past treasurer to transfer bank authorization. The President will be a co-signer on the account and have on-line access. The Treasurer's home address is used for all official documents. Checks with the correct address should be ordered with NEORQC only with no names listed. The official account reads NEORQC on all documents, including the bank. NEORQC accounts can be moved to another institution with agreement of both the Treasurer and the President. In the event the Treasurer is not able to perform her duties, the President will assume the Treasurer's duties until a new Treasurer is appointed.

A spreadsheet is used to track revenue and expenses. It is the responsibility of the Treasurer to prepare reports using the spreadsheet. The Treasurer and other board members are responsible for preparing a budget for each fiscal year to be presented and approved by the board at the May board meeting and then presented to the general membership for approval at the June general meeting. NEORQC is a tax-exempt organization 501(c)3 and form 990 or 990ez must be prepared and filed with the IRS by September 15 following the fiscal year. The fiscal year for NEORQC is July 1 – June 30. An accountant can be used and paid for the preparation of the documents if included in the approved budget. A copy must be retained for the records. The accountant will need a copy of the spreadsheet and the names and addresses of any grant recipients. The Treasurer is responsible for creating and maintaining a permanent electronic file of transactions that can be passed to the next Treasurer.

Revisions to the general Bylaws are to be submitted by the Treasurer to the State of Ohio.

The Treasurer is responsible for paying all bills and making reimbursement to members for purchases based on approved operating budget. A receipt is needed for all reimbursements. NEORQC is tax exempt and members will need the tax-exempt number and/or form for purchases on behalf of NEORQC and the check written to the vendor. Individual guilds cannot use the NEORQC tax exempt number for personal or guild purchases. Checks written to guilds for hosting upcoming meetings require the guild contact sign a receipt for the funds. The guild does not have to provide receipts for the meeting expenses. All documents must be kept on file and passed on to the succeeding Treasurer.

The Treasurer will prepare financial reports for the general meetings and board meetings, even if absent from the meeting. Approximately 70 copies of the report should be prepared and distributed at the general meetings. A copy is provided for each board meeting. Expenses and revenues should be discussed at the general meetings along with any unusual transactions. Non-budgeted expenses that reflect a change in the approved budget must be approved at the general meetings.

The Treasurer will work with the Membership Chair in collecting membership dues. The Treasurer will receive and record any dues. The membership report is then given to the Membership Chair. All revenue, whether dues or other revenue, should be deposited within 2 weeks of receipt.

The Treasurer should be bonded and is responsible for investigating the cost. The bond should cover the term of the current Treasurer and start on April 15. Each succeeding Treasurer will be responsible for obtaining their own bond. The board must approve the expenditure.

The Treasurer is a member of the Getaway Committee. The Treasurer is responsible for depositing any monies and paying expenses. The Treasurer is responsible for reconciling the expenses and revenue and preparing a report for the board. The Treasurer should work with the committee on registrations to verify the revenue as a checks and balance.