

MANASOTA WEAVERS GUILD

POSITION DESCRIPTION

POSITION: Treasurer

REPORTS TO: MWG Board in an elected capacity

RESPONSIBILITIES:

- Accurate accounting of the guild's funds and functional breakdowns as needed for state reporting
- Timely deposits and withdrawals as authorized
- Prepare an annual budget
- Monthly reports to the Board and the regular membership
- Payment of fee to the Florida Department of State to maintain the guild's non-profit status
- Timely reporting to the Florida Department of Agriculture and Consumer Affairs regarding the guild's non-profit status
- Filing of IRS Form 990 if applicable (\$25,000 gross receipts trigger complete filing)
- Setup and pay any charge accounts deemed necessary by the Board
- Setup/manage any revenue sharing accounts deemed necessary by the Board (i.e. WEBS< Halcyon)
- Obtain IRS Form W-9 from any entity to whom the guild pays more than the IRS guidelines for filing. Mail a 1099 to that entity at end of appropriate fiscal year.
- Manage PayPal account transactions and balance levels.
- Invoice Learn to Weave class tuition and materials as necessary
- Confirm appropriate insurance coverage and obtain competitive bids, as necessary
- Invest excess guild funds in appropriate investment vehicles (with Board approval)
- Renew memberships, subscriptions, PO Box as designated by Board
- Reconcile dues payments with Membership Chair

Updated 2/23