

# QUAIL CREEK POTTERY AND SCULPTURE CLUB POLICY AND PROCEDURES

## TREASURER

### Policy:

The Treasurer maintains all financial records of POTS, including bank records, receipts, purchases, and payments.

### Procedures:

The Treasurer:

1. Arranges for a bank account in an FDIC insured financial institution and arranges for the appropriate signatures, updated annually or whenever necessary. The account is a checking account with a debit card.
2. Records all income and expenditures of POTS and regularly deposits monies to the club accounts, pays bills, and prepares financial reports for each Board meeting. A report is also prepared yearly for the annual review of the Treasurer's books.
3. Has digital records available upon request by the QC POA Board.
4. Prepares and signs checks as needed, or when absent, provides the assistant or the President with the checkbook.
5. Arranges for an annual financial review by an independent party, preparing and reviewing with the President all necessary reports. The reviewer's results are presented to the Board.
6. Coordinates with the Monitor Chairperson for the collection of fees and receipts.
7. Coordinates with the Glaze and Clay Committee Chairperson to help maintain supplies of clay, glazes, and tools.
8. Notifies the Vice President of new members as they pay their dues and coordinates the annual collection of membership renewals.

Attached is an itemized list of the Treasurer's duties.

# QUAIL CREEK POTTERY AND SCULPTURE CLUB POLICY AND PROCEDURES

## TREASURER DUTIES

### Policy:

Club Monitors are charged with collecting payments for the Club. When a payment is made, they complete and issue a receipt, and put the payment into the Petty Cash Bag. All checks are made payable to POTS.

### Procedures:

The Treasurer:

- Reviews all receipts since the last deposit made.
- Counts the cash and checks in the Petty Cash Bag, retaining \$40 in small bills. Verifies that collections in the Bag equal the amount of the receipts written.
- Initials and dates the ending receipt for the deposit.
- Prepares bank deposits and records in the checkbook register.
- Enters amount deposited on Deposits and Sources spreadsheet, and posts appropriate categories.
- Issues checks to reimburse members for purchases they made for POTS items. Makes any necessary purchases.
- Issues checks for other obligations of POTS.
- Coordinates with Committee Chairpersons and/or an authorized buyer of the need to purchase clay, glaze, tools, etc.
- Records the amounts to the Expenditures and Payments spreadsheet, and posts appropriate categories.
- Notifies the Vice President when dues are collected. Coordinates annual renewal lists and procedures with Vice President and the Monitor Chairperson.
- Prepares Treasurer's Reports for Board meetings.
- During absences, leaves checkbook with the Assistant to the Treasurer or the President.