

## Treasurer

1. Serves as an Officer on the Board of Directors, Executive Committee and Grants Committee.
2. Chairs the Finance Committee which is comprised of the President, President-Elect and Immediate Past President.
3. At the first meeting of the new Board, obtains approval for depositories of Music Guild funds and signatories for Music Guild financial accounts.
4. Receives, records, and deposits all funds of the Music Guild.
5. In conjunction with the Membership Chair, maintains a spreadsheet using Box shared storage with member's donation and contact information, including willingness to volunteer.
6. Makes deposits of funds in financial institutions that are designated by the Board.
7. Prepares a monthly financial report that is presented at Board meetings and stored in Box storage.
8. At the end of December, writes a check to the U.S. Postmaster for the amount spent during the fiscal year from the bulk mail account. Obtains a printout of expenses for the year in order to debit appropriate program accounts.
9. At the end of December, restores the Petty Cash account to the beginning-of-year amount and allocates receipted expenses to appropriate program accounts.
10. Convenes the Finance Committee in time to present a proposed budget for the coming year at the January meeting of the Board.
11. Arranges for an annual review of the Guild's financial records following consultation with the President and approval of the Board of Directors. The review may be by an outside agency or internal audit committee consisting of Guild members. The review should be completed by the April Board meeting following end of the fiscal year.
12. Is responsible for filing the annual Music Guild tax returns. These include a 990EZ form filed with the Department of the Treasury, Internal Revenue Service, by May 15 of each year; and the Charitable Organization Annual Report filed with the Office of the Attorney General, State of Minnesota, by May 15 of each year.
13. Registers the organization with the Secretary of State, State of Minnesota, by filing the Nonprofit Corporation Renewal by May 15 of each year. The report can be completed online.
14. Prepares a written financial report to be presented at the Annual Meeting.
15. Provides financial information as needed by other committees. For example, if a grant application for the Scholarship Committee requires an income and expense summary for the prior year.
16. Monitors the RMG Treasurer email account, [treasurer@rochestermusicguild.org](mailto:treasurer@rochestermusicguild.org).