

MBMAG Treasurer Job Description

Approximate time per month 1 – 2 hours (plus travel time to/from PO Box)

- Pick up mail from the MBMAG post office box (P.O. Box 2468 at the East Santa Cruz post office at 1146 Soquel Ave)
- Pay bills and update automated bill payment as needed
- Report monies received to the appropriate person (membership dues, show entry fees, workshop fees)
- Update budget numbers with new costs (when needed as costs change)
- Prepare annual proposed budget in Non-Profit format and present to board
- Finalize annual budget
- Prepare and present budgeted vs actual expenses and income at each board meeting
- Collect financial data and give it to our accountant so that he can do the four required filings listed here. The guild accountant is Josh Wagner, joshwagner@aol.com ph: 831-423-2323, cell/text 831-419-2323
 1. IRS
 2. California Franchise Tax Board
 3. California Attorney General
 4. California Secretary of State
- Work with Workshop Coordinator and Exhibit Team Leads to obtain W-9 forms from vendors who will be paid over \$1k in a calendar year PRIOR to the payment of the vendor bills
- Work with Workshop Coordinator and Exhibit Team Leads to create and distribute 1099-MISC by Jan 31 to any vendor(s) who were paid over \$1k in the previous calendar year

Official Job Description Per the Revised 2021 MBMAG By-Laws:

Subject to the provisions of these bylaws relating to the "Execution of Instruments, Deposits, and Funds," the treasurer shall:

- a. Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the board of directors.
- b. Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
- c. Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the board of directors, taking proper vouchers for such disbursements.
- d. Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- e. Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.
- f. Render to the president and directors, whenever requested, an account of any or all of his or her transactions as treasurer and of the financial condition of the corporation.

- g. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- h. In general, perform all duties incident to the office of treasurer and such other Revised 2021 Page 9 duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.