

KQG TREASURER DUTIES

Collect all monies taken in and deposit to chequing account.

Issue cheques for expenses that are accompanied by proper paper work, receipts etc., within the budget year.

Write and issue cheques for Sponsorships and donations.

Keep records of all transactions in a ledger/computer programme, including a cheque register.

Prepare a Trial Balance monthly for reporting to the guild at meetings.

Prepare a Balance sheet at year end, June, showing all expenses and income from each category.

Help with budget.

Prepare a Balance sheet mid-way through the year.