THE OTTAWA GUILD OF POTTERS

	TREASURER -Volunteer Job Description **Ottawa Guild of Potters – Executive Position** Prepared by Peter Macnaughton, revised by Linda Taylor, February 2013
Organization	**The Ottawa Guild of Potters (OGP)** is a non-profit organization to further the knowledge of ceramics and support the work of area potters. Monthly meetings are conducted and workshops and seminars are held. Two sales are held each year. One in April along with a juried exhibition and one in November. Local charities are supported, and there is a bursary program for area high school students. The newsletter is distributed monthly to the members. This position description is for a volunteer role that a Guild member takes on.
Position	**Guild Treasurer**
Function	**Internal/Operational** The Treasurer functions as a member of the Guild Executive Committee throughout the year. The Treasurer may be asked to represent or act on behalf of the Guild.
Requirements	The Treasurer is expected to attend most (preferably all) Executive Committee meetings (usually 8-10 per year) and participate in group email discussions between meetings and special executive meetings. This position requires someone who can handle large sums of money, keep financial records accurately, and who can communicate clearly with others. Currently the Guild uses QuickBooks to track its finances. Instruction on using QuickBooks will be provided before taking on the role, and additional assistance will be gladly provided, if necessary.
Outcomes	The treasurer is accountable for completing, recording and reporting all financial transactions related to the OGP operations, including the Guild Sale. The treasurer will review the sale books annually and will participate in the accounting for special events (e.g. Great Bowls of Fire event)
Accountability	This position is directly accountable to the President of the Guild and to the membership.
Duties	1. Pay bills 2. Deposit receipts 3. Keep financial records 4. Reconcile Bank statement to financial records 5. Prepare monthly reports (this is automated in QuickBooks) 6. Prepare annual report (also automated in QB). 7. Remit HST quarterly (automated in QB). 8. Train the replacement treasurer. 9. Propose an annual budget at each September meeting to be approved by the Executive. 10. Monitor and project cash flow to ensure Guild remains solvent (see below). 11. Provide guidance to the workshop coordinator with respect to finances. 12. Provide financial guidance to the Sale Committee. 13. Fill the role of Treasurer during the fall and spring sales.
Term	Up to a maximum of three years at one time.
Evaluation	President, general membership
Benefits	This is an excellent opportunity to gain experience as a treasurer of a small enterprise.
Approval and Review Dates	This job description was approved by the Executive <date> It is scheduled to be reviewed in <date>.

Monitoring and projecting cash flow

The Treasurer must maintain a clear understanding of the financial situation of the Guild in order to be able to advise the Guild executive whether or not the Guild can afford to undertake some new, unplanned initiative or expenditure. This includes projecting the free cash available after the Guild has spent budgeted funds throughout the year. Generally some month near the end of the fiscal year the payment of library acquisitions and other operating expenses will result in a low water mark for cash assets. The Treasurer must ensure that the Guild can meet its financial commitments over this period.

The Treasurer is also responsible for handling the finances of each of the Guild sales. A simple check-list of the necessary activities can be found on page 3.

NOTE: the Treasurer is **not** responsible for setting up nor maintaining the computerized cash system that is used at each the Guild sale.

Ottawa Guild of Potters - Sale Treasurer's check list

Last updated: 25 November 2012

When cheques are received:

- enter all cheques in QuickBooks (Create Sales Slips):
  - make sure the 'Print' checkbox is selected
  - make sure the mailing addresses are correct
- print receipts, set aside
- Deposit cheques (wait a week, and then verify none have bounced).

On the Monday 2.5 weeks before the sale starts:

- Order the Moneris equipment. The initial phone call will take about 2 minutes, and then within 48 hours the 'Fulfillment Department' will call back. When Fulfillment calls back:
  - Confirm that the correct address will appear on the receipts (the Guild's P.O. Box).
  - *IMPORTANT* - request the tracking numbers for the units and the paper and watch the Purolator website for 'address correction required' - Moneris likes to screw up the address.

When the Moneris equipment arrives:

- The Moneris equipment should arrive in less than a week - **charge & test it as soon as it arrives** - if one is defective (it happens - usually a printer problem) then there is time to get a replacement before the sale begins.

Monday before the sale:

- Email the cash setup instructions to the people who have this job.
- Email the cash tear-down instructions to the people who have this job.
- Touch base with the person in charge of the computers for the cash area.

1 day before the sale:

- Go to the bank and get the float (bring a cheque written to 'Cash' for $727.50 - that's what they want):
  - 3 rolls of pennies, nickels, dimes, quarters (one for each cash)
  - 5 rolls of loonies & toonies
  - 60 $5 bills

Bring on the day of the sale:

- The Treasurer's laptop - this will be the computer in the backroom.
- Moneris machines, manuals and support information (phone number, our account number)
- Regular printer paper (20 lb) with a few sheets cut in half for sticking stickers at the cash (the sales slip checker can cut the rest during slow times).
- Float in the safe.

During the sale:

- Monitor activity at the cash
- Correct errors as they are found by the sales slip checker.
- Use the 'invalid potters code' report to find other errors, correct
- Check for Charity pots that are entered incorrectly (against the potter's code, rather than the charity code)

- Make deposits at the bank as required
- Back up the database *at least* once per day, twice would be better.
- Monitor bag and newsprint quantities

At the end of the sale:

- Print the sale report for all potters - I suggest stapling them to the back of their inventory sheets, for privacy.
- Make sure the cash tear-down team remembers to take an inventory of wrapping materials and both types of paper rolls.

After the sale:

- Update QuickBooks with all recent financial activity (some of this can be done during the slow times at the sale).
- Use the Memorized 'Pottery Sale' report in Quick Books to verify that the amount collected corresponds to the amount sold (roughly - there will always be some errors)
- Finalize all bills (newspaper ads, venue rental fee, potters' expenses, HST owed to CRA, 2% for the Guild)
- Transfer 2% of all sales to Guild's bank account (BMO account). I don't include the charity sales in the 2% calculation.
- Determine what the potters' commission will be - aim to have a minimum of $3.5K in the bank to kick-start the next sale (or $4.5K, if the deposit has not yet been paid for the next sale).
- Print potter's sales reports
- Print potter's cheques

Each potter receives:

- A receipt for their table fee
- A report of all their sales
- A cheque
- NOTE: HST registered potters are given the HST collected against their sales (they remit to CRA).