

RGVQG Treasury Process

Latest Update 11/24/2025

Duties

By-Laws - Paragraph 4.12

The Treasurer will:

- have charge and custody of and be responsible for all the Guild's funds and securities.
- receive and give receipts as required for monies due the Guild from any source.
- deposit all monies in the Guild's name in banks, trust companies, or other depositories as the Board directs.
- disburse funds to discharge the Guild obligations (via checks, debit/credit card charges, or bank transfers)
- maintain the Guild's financial books and records.
- prepare financial reports monthly.
- prepare an itemized budget to be presented at the annual meeting of the members.
- prepare a non-asset inventory listing for the audit committee.
- perform all the duties incidental to the office of Treasurer.
- perform any other duties as assigned by the President or the Board.
- serve as the registered agent of the Guild to the Secretary of State of Texas.

Treasury Processes

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Section 1. Revenue Transactions

1.0 The Guild receives monies via:

- direct deposit to the Guild’s PAYPAL account via a **JOTFORM** or **INVOICE** transaction
- direct deposit to the Guild’s Bank of America Checking or Quilt Show Account
- cash / check deposits for services provided

1.01 PAYPAL Account Transactions – JOTFORM Process

Any direct deposit to the Guild’s PAYPAL account via the JOTFORM process will generate two (2) email notifications to the Treasurer’s email account (treasurer@rgvqg.com)

- A copy of the completed **JOTFORM** indicating from whom and what account the funds are designated for
- A **Notification of Payment Received** from PAYPAL indicating that funds have been received.

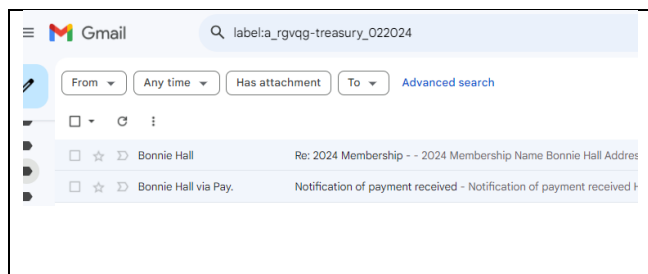


Figure 1.01a Gmail Inbox Screenshot

1.01.01 Each of the two email notifications must be maintained in both paper-copy and digital formats per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.

1.01.02 **Print** a paper-copy of each email (NOTE: to save paper, Use the **Page Range** function to only PRINT the page(s) of the email containing specific information as the second page of the PAYPAL notification is typically generic with no specific information and the second or third page of the JOTFORM notification is typically blank).

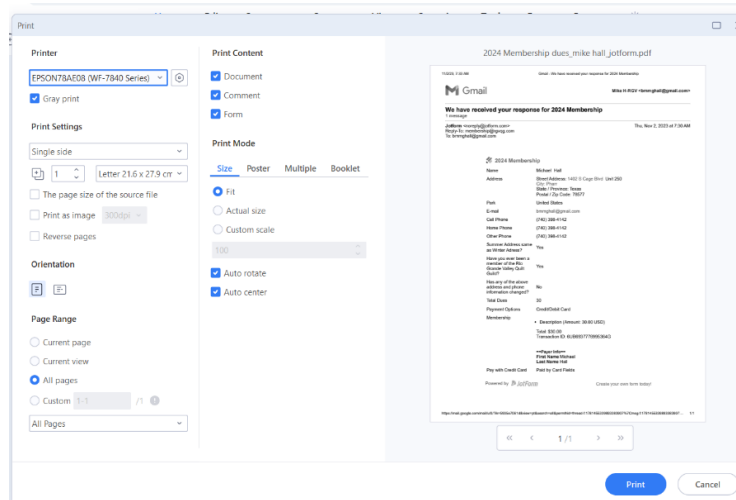
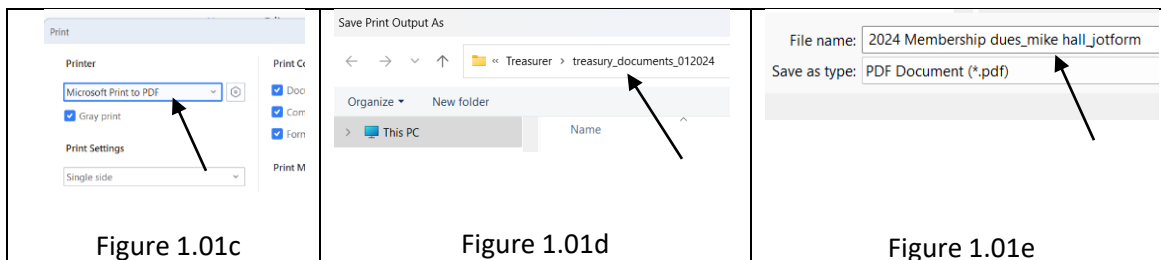


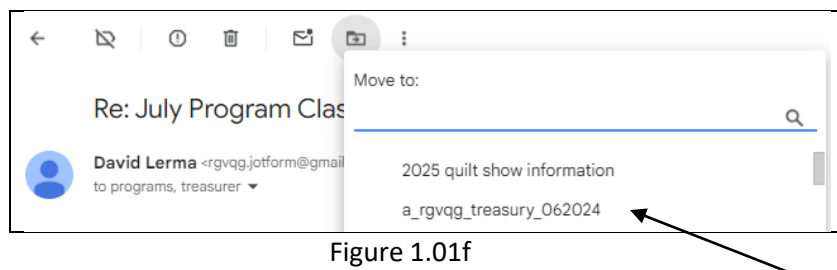
Figure 1.01b – Print Dialog Box Screenshot

1.01.03 Print & SAVE a PDF-copy of each email to be filed in the Guild’s cloud account – **One Drive - Rio Grande Valley Quilt Guild** (sub-folder **Treasurer**, sub-folder **monthly treasury document folders**, sub-folder **YYYY_Monthly_treasury_documents**, sub-folder **treasury_documents_MMYYYY**)

- Under **File**, select **Print**, then select **Microsoft Print to PDF** (or equivalent) (Figure 1.01c)
- In lower right corner, select **Print**
- Select desired Output folder (Figure 1.01d)
- Insert desired filename (more specific is better - Figure 1.01e)
- **SAVE**



- For additional digital back-up, emails can be moved from the INBOX to a designated folder in the Treasurer’s email account. (Figure 1.01f)



1.01.04 Staple the paper-copy JOTFORM and PAYPAL notifications together to be filed and maintained per the document retention guidelines.

1.02 PAYPAL Account Transactions – INVOICE Process

Any monies received via a **PAYPAL INVOICE** transaction will generate a single email notification to the Treasurer’s email account (treasurer@rgvqg.com), which must be processed using the JOTFORM process listed above to produce both a hard and PDF-copy of the email notification per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03. The filename for the PDF-copy may need to be more specific to identify the invoice.

1.03 PAYPAL Account Transactions – (RGVQG Financial Workbook – Ledger Worksheet)

Each PAYPAL transaction includes a current transaction fee of \$0.49 plus 0.199% of the transaction amount resulting in each transaction being recorded as an INCOME and an EXPENSE on the Guild’s financial records. The entire transaction amount is recorded as INCOME assigned to the specific account. The transaction fee is recorded as a **Paypal Transaction Fee Expense** and assigned to the **PayPal Fees Expense Account**.

1.04 Direct Deposit Banking Transactions

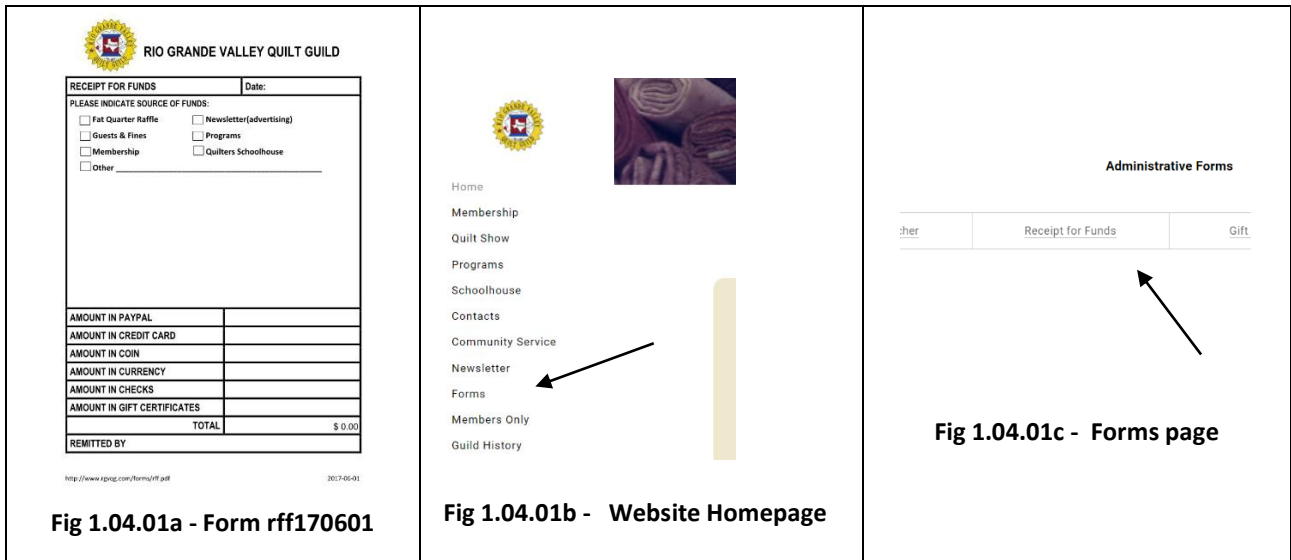
Monies are received as Direct Deposits to the Guild checking account via

- Cash and check monies received and deposited by the Guild’s Treasurer
- Cash and check deposits by the Guild’s 1st Vice-President – Membership for fees collected for Manual (paper-format) Membership registrations.
- Online charitable contributions

1.04.01 Any cash or checks received for deposit by the treasurer must be source-documented by the completion of **Form rff170601 -Receipt for Funds** (Fig 1.04.01a).

- One copy to be provided to the fund’s provider (if requested) and
- A digital and paper-copy must be maintained per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.

A digital copy must be created by accessing the “fillable” Receipt for Funds Form rff170601 via the Forms tab on the Guild’s website Homepage (Fig 1.04.01b), then scrolling to the bottom of the page and selecting **Receipt for Funds** in the Administrative Forms section (Fig 1.04.01c).



Fill in the document by clicking on the appropriate section and inserting text being as specific as necessary to identify the funds provider and the guild account the funds are designated for.

Print a digital-PDF and a paper-copy of the completed form using the processes listed in Section 1.01 above.

1.04.02 Any cash or check funds received by the Guild's 1st Vice-President – Membership must be documented in the following:

- the **Membership Deposits Spreadsheet** (maintained by the 1st Vice-President)
- the EXCEL RGVQG Financial Workbook (monthly ledger sheet)
- A digital and a paper copy of Form rff170601 - Receipt for Funds

At the end of each month, the treasurer must access the **Membership Deposits Spreadsheet** and record any cash or check membership registration transactions to the **RGVQG Financial Workbook** monthly ledger sheet.

A **Form rff170601 – Receipt for Funds** must be completed for any funds received via the manual membership registration process (a single form including a listing for the entire month's deposits is acceptable)

A digital and a paper copy of the completed **rff170601– Receipt for Funds** must be maintained per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.

1.04.03 Online Charitable Contributions

Periodically, the treasurer will receive an email notification of charitable contributions direct deposited to the Guild's checking account.

- A digital and paper-copy of the email notification must be created using the procedures listed in Paragraph 1.01.02 – Paragraph 1.01.04 and maintained per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.
- A completed **Form rff170601 – Receipt for Funds** must be created and maintained per Paragraph 1.04.01 above.
- An **RGVQG Financial Workbook Ledger Worksheet** entry documenting the transaction must be completed.

Section 2. Funds Disbursement Process

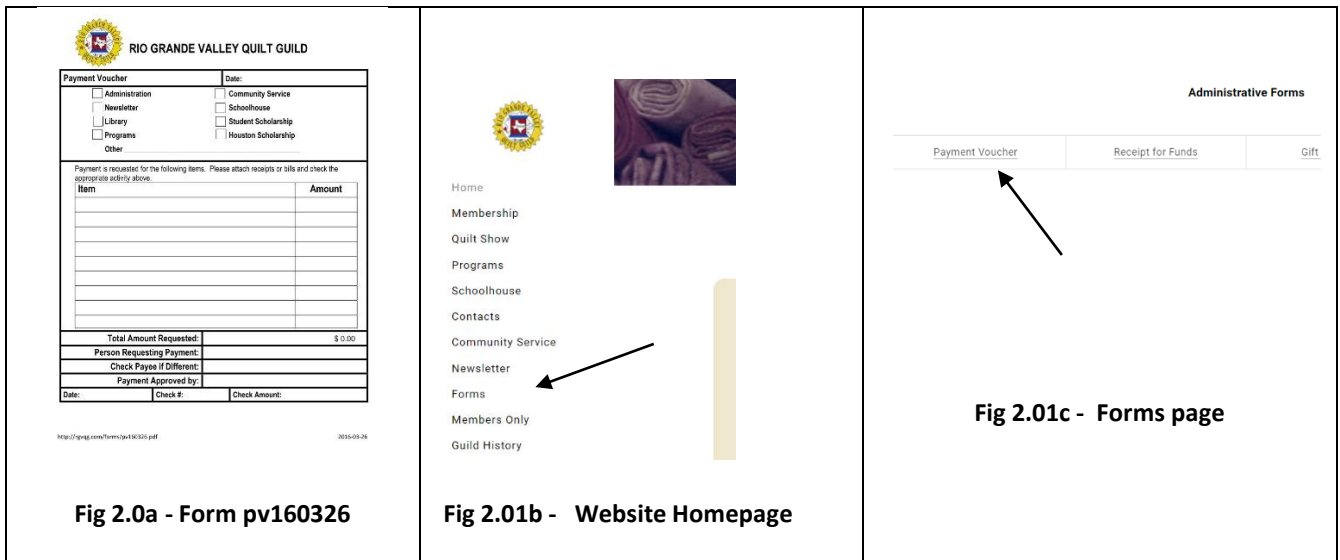
2.0 All requests for disbursement of Guild funds must be accompanied by a completed **Form pv160326 – Payment Voucher** (Fig 2.0a)


2.01 The requestor has two options to create a payment voucher to be presented to the treasurer:

- Print and/or use a paper copy which must be completed in ink complete per paragraph 2.03 to be presented to the treasurer with any receipts, sales slips, invoices, or other supporting documents attached
- Open a “fillable” digital copy per paragraph 2.02 and complete per paragraph 2.03. The digital copy can then be attached to an email addressed to treasurer@rgvqg.com. The email should also have any digital copy of receipts, sales slips, invoices, or other supporting documents attached.

NOTE: As a courtesy and convenience for the Guild members, the treasurer, at his/her discretion, may create and complete the pv160326 – Payment Voucher form with verbal or written input from the requestor. Any receipts / invoices must still be delivered to the treasurer as digital or paper copies to be attached to the voucher.

2.02 A digital copy can be created by accessing the Payment Voucher Form pv160326 via the Forms tab on the Guild’s website Homepage (Fig 2.01b), then scrolling to the bottom of the page and selecting **Payment Voucher** in the Administrative Forms section (Fig 2.01c). The form can then be completed “digitally” as a “fillable” PDF by filling in the appropriate “blanks”, or can be printed as a hard-copy and completed using an ink pen.





RIO GRANDE VALLEY QUILT GUILD

Payment Voucher		Date: mm/dd/yyyy
<input type="checkbox"/> Administration <input type="checkbox"/> Newsletter <input type="checkbox"/> Library <input type="checkbox"/> Programs Other _____	<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">A</div>	<input type="checkbox"/> Community Service <input type="checkbox"/> Schoolhouse Student Scholarship <input type="checkbox"/> Houston Scholarship
Payment is requested for the following items. Please attach receipts or bills and check the appropriate activity above.		
Item	Amount	
Total Amount Requested:		\$ 0.00
Person Requesting Payment:		<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">C</div>
Check Payee if Different:		
Payment Approved by:		
Date:	Check #:	Check Amount:

<http://rgvag.com/forms/pv160326.pdf>
2016-03-26

Fig 2.02d

2.03 Form pv160326 – Payment Voucher (Fig 2.02d) is completed either digitally or manually as follows:

- Date** - must insert in a MM/DD/YYYY format.
- Section A** - insert the appropriate account categories.
- Section B** - provide a detailed description of the expense(s) to include monetary amount. Multiple expenses per voucher are permitted but each must have a specific expense category listed.
- Section C** - Identify the individual requesting payment.
If funds are to be disbursed to a third-party, indicate to whom the check will be paid.

This completes the requestor’s portion of the voucher.

If the treasure has created the voucher, **SAVE** a copy to the appropriate file folder by “**Printing to PDF**”. The filename for the voucher should be specific as to what, who, and date (Fig 2.03e).

2.04 The treasurer can receive the payment voucher in a paper-copy format, a digital copy format as an email attachment, or can create the voucher.

2.04.01 If the voucher / receipts are received in a paper-copy format, they must be:

- scanned into a digital format (image)
- converted to a PDF
- **SAVED** to the appropriate file folder. The filename for the voucher should be specific as to what, who, and date (Fig 2.03e).

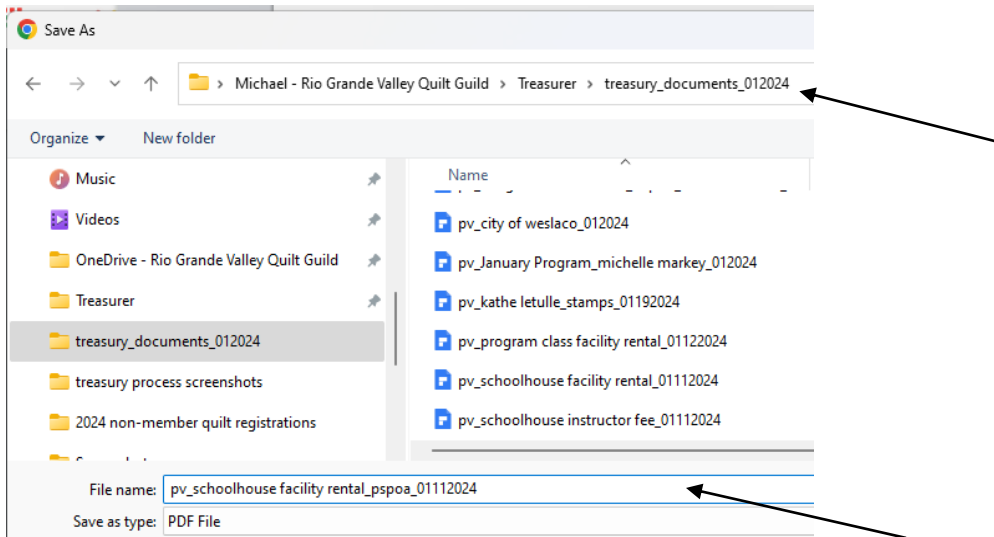


Fig 2.03e

2.04.02 If the voucher / receipts are received as an email attachment, they must be:

- Downloaded to the appropriate file folder
- Renamed using the filename guidelines listed in paragraph 2.03

2.05 After the voucher has been created and filed in the appropriate file folder, it must be edited using a PDF editor app such as Adobe Acrobat, Wondershare PDF element, etc.

2.05.01 Open the voucher, and complete Section C (Fig 2.02d) using the “Edit text” function.

- Payment Approved By
- Date
- Check #
- Check Amount

If the voucher is being paid by a debit card payment in lieu of a check, highlight “Check #” and replace with “Debit Charge”.

2.06 SAVE the changes to the edited voucher, and PRINT a paper-copy, staple any attachments or supporting documents, and file per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.

A second paper-copy of the completed voucher should be printed and accompany the payment to the voucher payee.

Section 3. Record – Keeping

Contents

- 3.01 Excel Workbooks**
- 3.02 Intuit QuickBooks**
- 3.03 Reconciliation**
- 3.04 Charitable Contributions**

- 3.0** The treasurer is responsible to maintain the guild’s daily financial transaction records
- 3.01** The treasurer uses the guild’s **Microsoft 365 EXCEL** software to create Workbooks containing spreadsheets related to budgets, journals, worksheets, and summaries of all financial transaction records. Examples of historical workbooks are located in the **OneDrive>Rio Grande Valley Quilt Guild>Treasurer>Financial Workbooks** sub-folder of the Guild’s OneDrive cloud account and in the Treasurer’s Report section of the Members Only page of the Guild’s website.
- 3.01.01** To provide transparency to the membership, it is recommended that the financial workbooks be posted as a shareable View-Only link on the Guild’s Members Only page of the website.
- 3.01.02** The financial workbook should contain, at a minimum, the annual budget by categories, the current status of the budget, daily transaction activity logs, any required explanatory notes, and any required worksheets needed to prepare the monthly Treasurer Reports and the annual Consolidated Financial Statement. The workbook should also distinguish between transactions that do or do not affect the current year’s budget.
- 3.01.03** The treasurer will utilize historical data and committee chair requests to prepare an itemized annual financial budget for review at the September board meeting and for guild membership approval at the November General Guild meeting. The budget will contain a listing of authorized spending limits and projected revenue by category (committee). The treasurer will maintain adequate records to provide budget balances by category upon request.
- 3.01.04** All financial transactions must be recorded in a journal and include:
- Date of Transaction
 - Originator (Source)
 - Category (Account)
 - Type ((Cash, Check, Paypal, Direct-Deposit, Transfer)
 - Expense Payee
 - Completion Date
- It is recommended that journals be monthly specific for report creation purposes.
- 3.01.05** Each financial transaction must be entered as a separate line item of the journal and transactions involving multiple categories will require a line item for each category. (EXAMPLE: A Paypal transaction for a schoolhouse registration containing the payment for the registration, a payment for a classroom “kit” purchase, a Paypal transaction fee and a donation for the Paypal transaction fee would require four line-item entries)

NOTE: Transactions for funds received by the guild for payment of class kits or fees should not be classified as INCOME or EXPENSE to the guild.

3.02 To ensure accuracy within the record-keeping, the report, and the audit processes, the treasurer will utilize the Guild’s **Intuit QuickBooks Online software** to record all banking and PayPal transactions monthly.

3.02.01 Access the guild’s Intuit account at www.Intuit.com

- At the Intuit homepage, click on “Sign In”
- At the sign in page, login as treasurer@rgvqg.com (Figure 3.02.01a)
- Insert the appropriate verification code (Figure 3.02.01b)
- Verify the appropriate account (Figure 3.02.01c)
- Click on “Text a Code” (Figure 3.02.01d)
- Input the correct verification code (Figure 3.02.01e)
- If necessary, Click on “QuickBooks Online (Figure 3.02.01f)
 - Click and Hold on “Transactions” (Figure 3.02.01g)
 - Slide cursor to the right and in the drop-down menu, click on “Chart of Accounts” (Figure 3.03.01h)

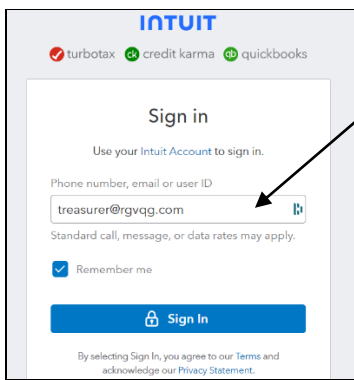


Figure 3.02.01a

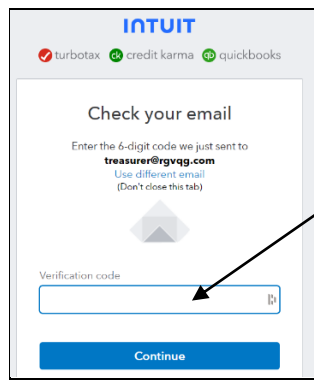


Figure 3.02.01b

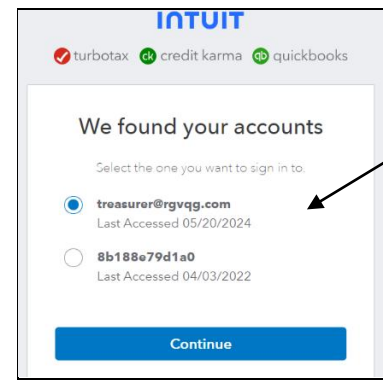


Figure 3.02.01c

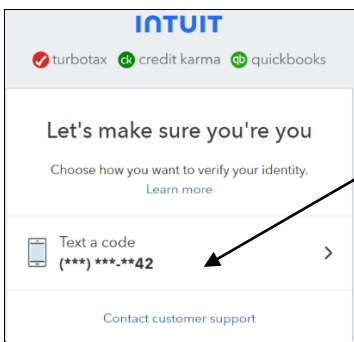


Figure 3.02.07d

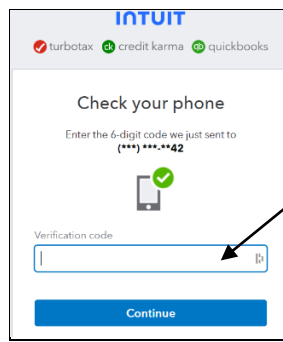


Figure 3.02.01e

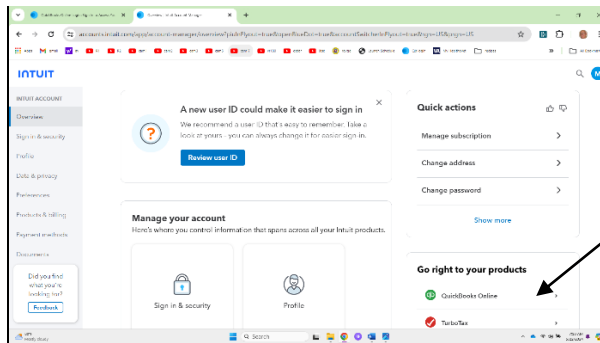


Figure 3.02.01f

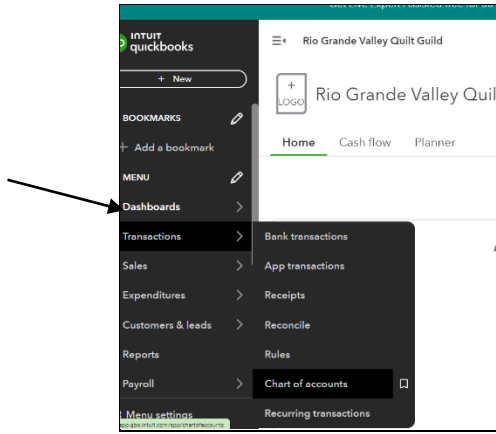


Figure 3.02.01g

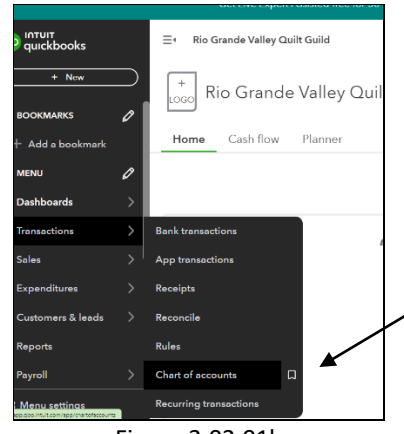


Figure 3.02.01h

	NAME	ACCOUNT TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
<input type="checkbox"/>	Bank of America [redacted] 84	Bank	Checking	[redacted]	[redacted]	View register
<input type="checkbox"/>	Bank of America [redacted] 16	Bank	Checking	[redacted]	[redacted]	View register
<input type="checkbox"/>	BofA CD # [redacted] 7/05/2025	Bank	Savings	[redacted]	[redacted]	View register
<input type="checkbox"/>	BofA CD # [redacted] -9/12/2024	Bank	Savings	[redacted]	[redacted]	View register
<input type="checkbox"/>	BofA Platinum Interest Savings Acct # [redacted] 15	Bank	Savings	[redacted]	[redacted]	View register
<input type="checkbox"/>	Pay Pal RGVQG account	Bank	Cash on hand	\$0.00	[redacted]	View register

Figure 3.02.02 Chart of Accounts

3.02.02 Click on the appropriate **“View Register”** for the **“Bank Account”** to be edited (Fig 3.02.02):

- Bank of America Guild Account (ending in ****16**)
- Bank of America Show Account (ending in ****84**)
- BofA Platinum Interest Savings Acct (ending in ****15**)
- Paypal RGVQG Account
- The appropriate CD account

3.02.02a Register Basics (Figure 3.02.02a):

- Click on the **“X”** in on the far-right side of the green ribbon to remove this ribbon
- Click on the 3-line box next to **“Rio Grande Valley Quilt Guild”** to toggle the black sidebar menu ON-OFF
- Click on the down cursor in the box next to **“Bank Register”** to move between account registers
- Click on the word **“DATE”** to toggle transaction sort from **“oldest to newest”** or **“newest to oldest”**
- Click anywhere on a transaction to allow data edit or deletion (deletion - prior to reconciliation only)
- Click on the **“New”** button in the Black Sidebar to access drop-down menu for adding Deposit or Expense Transactions (Figure 3.02.02b)

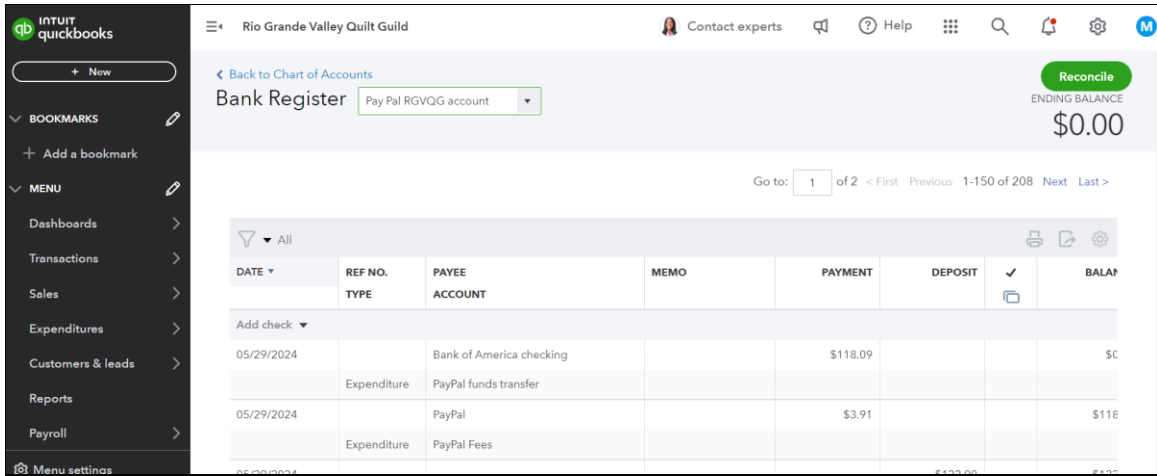


Figure 3.02.02a Bank Register (Pay Pal RGVQG account)

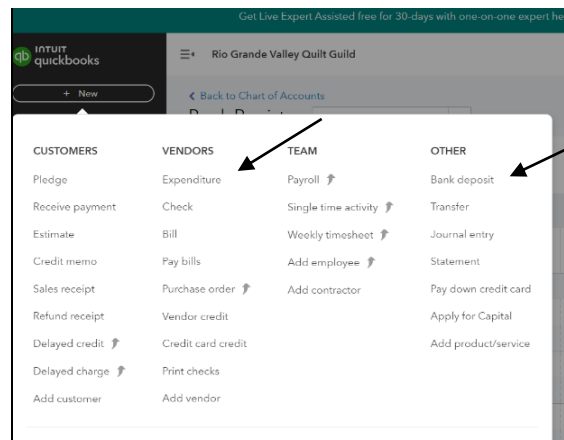


Figure 3.02.02b

3.02.03 Click on the Bank Deposit tab in the pop-up menu (Figure 3.02.02b) to post all deposit transactions for this account (cash or check deposits, direct-deposits, fund transfers, etc.).

3.02.03a Bank Deposit Basics (Figure 3.02.03)

- Click on “Account” box to select correct account
- Click on “Date” box to select correct date
- Click on “Received From” to access drop-down menu for list of Payee’s (or add new if necessary)
- Click on “Account” to access drop-down menu for list of Accounts to be deposited to
- Add Description
- Select Payment Method (If “Check”, then enter Check # in “Ref No.)
- Enter Amount
- Multiple lines can be used to deposit funds into separate Accounts
- Select Save Option in Lower-Right Corner (May have to scroll down)
- Clicking on “X” in upper-right corner takes you back to the register View

3.02.03b Verify that a **Form rff170601 -Receipt for Funds** provides paper documentation for the deposit.

Figure 3.02.03 Bank Deposit transactions

Figure 3.02.04 Expenditure transactions

3.02.04 Click on the Expenditure tab in the pop-up menu (Figure 3.02.02b above) to post all expense transactions for this account (cash or check withdrawals, debit / credit card charges, fund transfers, etc.).

3.02.04a Expenditure Basics (Figure 3.02.04)

- Click on the “Payee” box to access a drop-down menu list of Payees (or create new if necessary)
- Click on “Payment Account” to select correct Bank Account
- Select correct Date
- Select Payment Method (If “Check”, insert check # in REF No. box)
- Select “CATEGORY” to access drop-down menu of expense accounts (or create new if necessary)
- Enter Description of Expense
- Enter amount of transaction
- ONLY enter 2nd line if check # is the same and only the Category information is Split)
- Select Save Option in Lower-Right Corner (May have to scroll down)
- Clicking on “X” in upper-right corner takes you back to the register View

3.02.04b Verify that a **Form pv160326 – Payment Voucher** provides paper documentation for the expense.

3.02.05 To record the monthly PayPal fund transfers to the Guild checking account or to the Quilt Show account, use the data compiled in the edited PayPal Transaction Activity Report (Section 5 below) as follows:

- At the Chart of Accounts screen (Figure 3.02.02), select the “**View Register**” tab for the Pay Pal RGVQG Account
- At the Bank Register screen, select the “**New**” tab, then select the “**Bank Deposit**” tab
- Splitting the deposits into revenue source, deposit the **GROSS** amount of pay pal transactions to the Pay Pal RGVQG Account
 - Account = Pay Pal RGVQG Account
 - Date = use date of physical funds transfer
 - Received From = Pay Pal
 - Account = specific category (examples = membership, quilt show appraisal registrations, donated pay pal fees, etc)
 - Description = received via pay pal
 - Payment Method – bank transfer
 - Verify Date, amount, revenue source
 - (NOTE: You can use a separate deposit for each specific category or have multiple line items for a single deposit)
 - SAVE and NEW

After all transferred funds have been registered, click on the “X” in the upper right corner to return to the PayPal RGVQG Account bank register screen and verify the new “Balance” is correct. Select the “**New**” tab, then select the “**Expenditure**” tab.

- Expense the **PAY PAL TRANSACTION FEES** to the specific expense account
 - Payee = Pay Pal
 - Payment Account = Pay Pal Transactions
 - Payment Date = use date of physical funds transfer
 - Payment Method = bank transfer
 - Category = verify expense type (will be sub-account of pay pal fees example = Pay Pal Fees: Membership Pay pal fees)
 - Description = pay pal transaction fees
 - (NOTE: You can use a separate transaction for each specific category or have multiple line items for a single transaction)
 - SAVE and NEW
- Expense the **NET** funds physically transferred from Pay pal to the Guild or Show Account
 - Payee = Bank of America Guild Account or Bank of America Show Account
 - Payment Account = Pay Pal RGVQG Account
 - Payment date = use date of physical funds transfer
 - Payment Method = bank transfer
 - Category = Pay Pal Funds Transfer
 - Description = Pay Pal transfer to guild checking acct or to quilt show account
 - SAVE and NEW

The balance of the Pay Pal RGVQG Account should be \$0.00 after all PayPal Transactions Fees and the Pay Pal Funds Transfers to the Guild and/or Quilt Show accounts have been expensed.

- After all transferred funds have been registered as a Deposit to the PayPal RGVQG Account and then transferred as an “Expense” to the appropriate Guild or Show Bank account, click on the “X” in the upper right corner to return to the PayPal RGVQG Account bank register screen. Verify the new “Balance” of the PayPal RGVQG Account is correct, then click on the down cursor in the box next to “Bank Register” and select the appropriate account (Guild Account or Show Account) to deposit the funds transferred from the PayPal RGVQG Account.
- At the Bank Register screen, select the “New” tab, then select the “Bank Deposit” tab
- Using the edited PayPal Transaction Report and by splitting the deposits into revenue source, deposit the **NET** amount of pay pal transactions to the appropriate Guild or Show Bank account
 - Account = verify the correct account is selected
 - Date = use date of physical funds transfer
 - Received From = Pay Pal
 - Account = specific category (examples = membership, quilt show appraisal registrations, donated pay pal fees, etc)
 - Description = received via pay pal
 - Payment Method – bank transfer
 - Verify Date, amount, revenue source
 - (NOTE: You can use a separate deposit for each specific category or have multiple line items for a single deposit)
 - SAVE and NEW
- Create a **Form rff170601 -Receipt for Funds** to provide paper documentation of the funds transfer.

3.03 The **QuickBooks Reconciliation** process is used to verify that the monthly record keeping processes in QuickBooks and the Excel Workbooks correspond to the monthly Bank of America account statements.

- At the **Bank Register** screen (Figure 3.03a), click on the appropriate bank account in the drop-down menu.
- After verifying that the proper account has been accessed, click on the green **Reconcile** tab in the upper right of the screen.

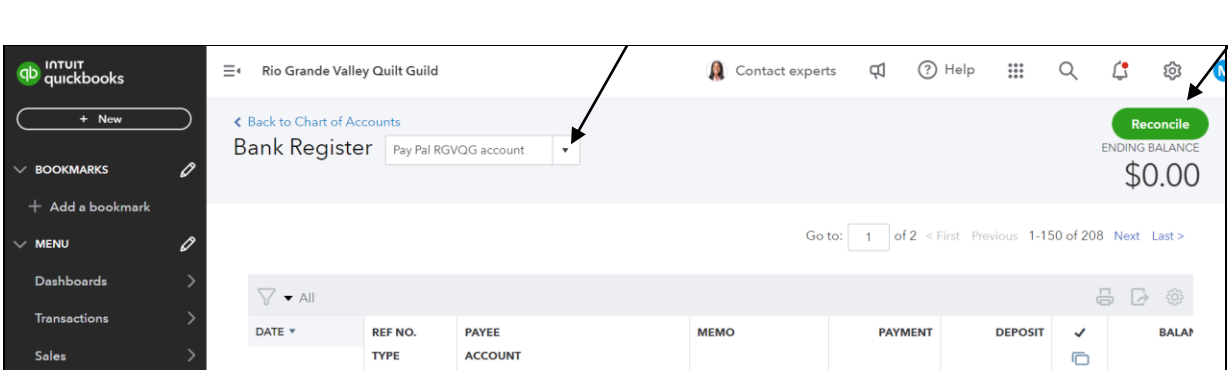


Figure 3.03a

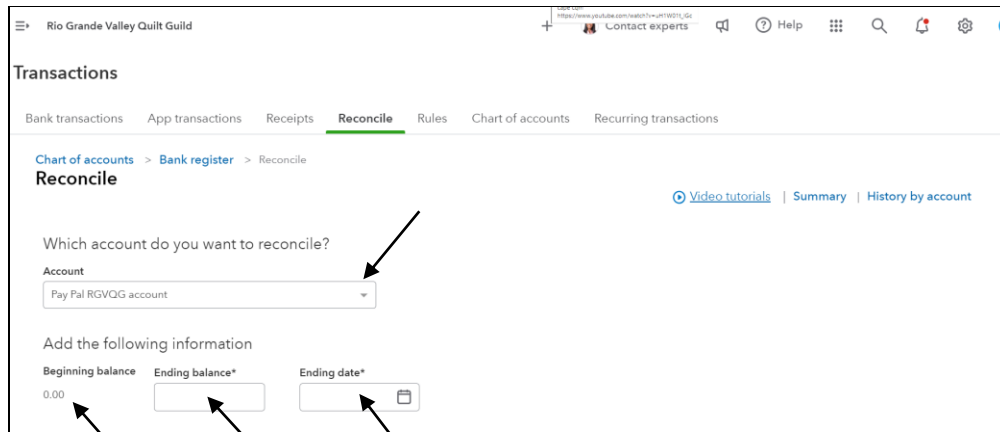


Figure 3.03b

- At the **Transactions** screen (Figure 2.03b), select the appropriate bank account in the drop-down **Account** menu.
- Verify the **Beginning balance**, Insert the **Ending Balance** and **Ending date** from the bank account monthly statement.
- Scroll down and click on the green **Start Reconciling** button.
- Using the monthly bank account statement, match each transaction in the statement to its corresponding transaction in QuickBooks, then “clear” the transaction by clicking on the circle on the right side of the screen.
- When all transactions have been cleared and the Difference equals \$0.00, select **Finish Now** (QuickBooks has video tutorials and Webinars available for assistance if needed)
- Print both a paper and a digital PDF copy of the resulting **Reconciliation Report** per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.

3.04 Charitable Contributions A charitable contribution is a donation or gift to, or for the use of, a qualified organization. It is voluntary and is made without getting, or expecting to get, anything of equal value. It may be received by the guild via cash, check, paypal transaction, or direct deposit. It may also include non-cash “gifts” (in-kind) of property or services which would normally be considered as an “expense” to the guild. Each donation may also be considered as **Restricted** if it was gifted to a specific category within the guild’s stated purpose. Each donation must be considered as a separate financial transaction and entered in the ledger as a separate line item and all donations identified as **Restricted** must have a specific line item within the budget.

3.04.01 IRS Publication 526, page 20, indicates that all donations of \$250 requires the doner receive a contemporaneous written acknowledgment as a receipt of the donation (to be considered contemporaneous, the acknowledgement must be received at the time of the donation). Per IRS Publication 771, the written acknowledgment required to substantiate a charitable contribution of \$250 or more can be delivered in paper or email format and must contain the following information:

- name of the organization.
- amount of cash contribution.
- description (but not value) of a non-cash contribution.
- statement that no goods or services were provided by the organization, if that is the case.
- description and good faith estimate of the value of goods or services, if any, that organization provided in return for the contribution.

A **contemporaneous written acknowledgment** must be provided to the doner prior to January 31st of the year following the contribution, and a file of all acknowledgements must be maintained by the treasurer per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.

- 3.04.02** It is recommended that **all** donations be acknowledged by receipt in the event that a doner make multiple small contributions accumulating to the \$250 reporting requirement during the annual year.

Section 4. Reports

- 4.01** A financial report shall be presented at the monthly Executive Board meeting and at the Guild's General meeting. In addition, a consolidated year-end Financial Report shall be presented to the Board and to the Guild at the January meetings.

Examples of these reports can be found in the Guild's cloud account – **One Drive - Rio Grande Valley Quilt Guild** (sub-folder **Treasurer**, sub-folder **monthly treasury document folders**, sub-folder **YYYY_Monthly_treasury_documents**, sub-folder **YYYY treasurer reports**)

- 4.02** These reports should be available for view on the Members Only page of the guild's website and must be maintained by the treasurer per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.

Section 5. Paypal Funds Transfer Process

- 5.01** The direct deposits to the Guild's PAYPAL account completed via a JOTFORM or INVOICE transaction should be transferred to the guild or quilt show's checking account monthly. Prior to the transfer, the funds will need to be "sorted" into the appropriate account and sub-account by creating and downloading a **Paypal Transaction Activity Report** as follows:

- Login to the guild's Paypal account (<https://www.paypal.com/login>)
- At the dashboard screen, click and hold the **Activity tab** (Figure 5.01b)
- In the drop-down menu, click on the **All Reports** tab (Figure 5.07c)
- At the paypal.com/reports/ screen, Switch to classic view (Figure 5.01d), if necessary.
- In the drop-down menu, click on the **Activity Download** tab (Figure 5.07e)
- In the **Customize Report Fields**, verify that the Transaction Type is "Balance Affecting", the Date Range is appropriate, and the Format is "CSV" (Figure 4.01f) NOTE: Date Range is typically from date of last funds transfer until the current date.
- Click the **Create Report** button. Verify that the report request was "**Submitted**" When available, download the file (Figure 5.01g).

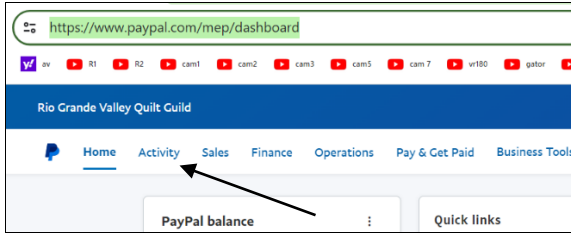


Figure 5.01b

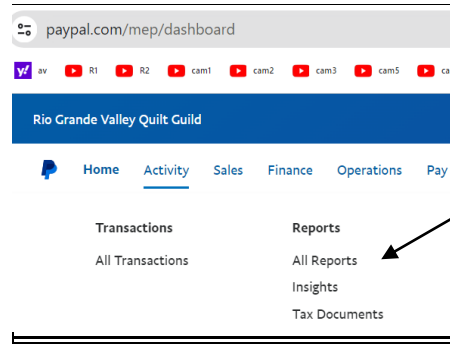


Figure 5.01c

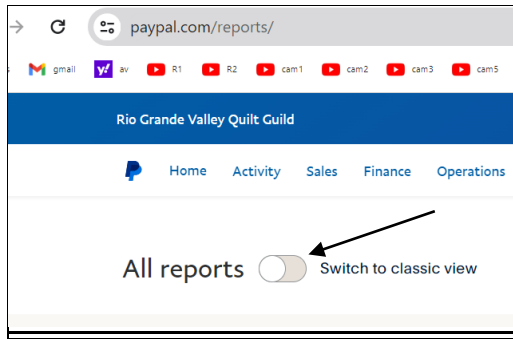


Figure 5.01d

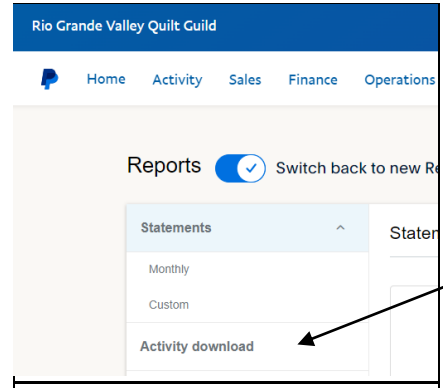


Figure 5.01e

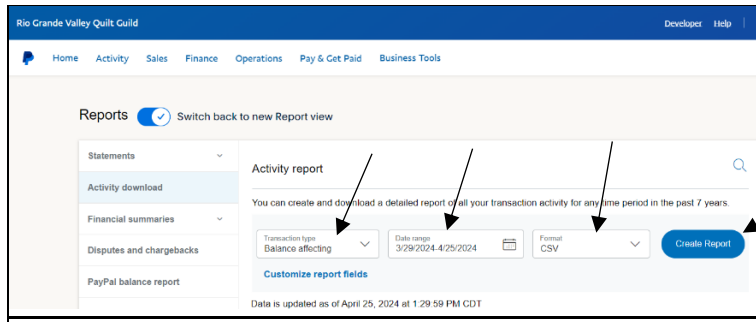


Figure 5.01f

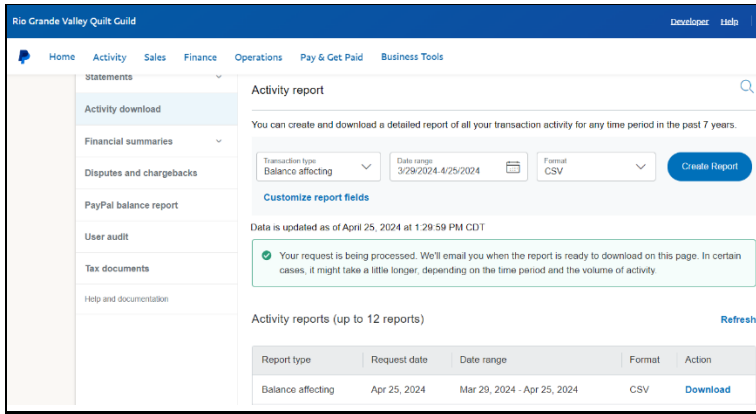


Figure 5.01g

5.02 The downloaded file must be converted from a Microsoft Excel CSV file to an Excel Workbook

- In the File Explorer, double-click on the appropriate download (Figure 5.02a)
- Click on the “Don’t Convert” tab in the pop-up screen (Figure 5.02b)
- Rename the file to “*current month year* paypal transaction report” and Save As an Excel Workbook (Figure 5.02c).
- Move the renamed file to the “Paypal Transaction Reports” sub-folder located in “C:\Users\bmmgh\OneDrive - Rio Grande Valley Quilt Guild\Treasurer\Monthly treasury document folders” (Figure 5.02d)

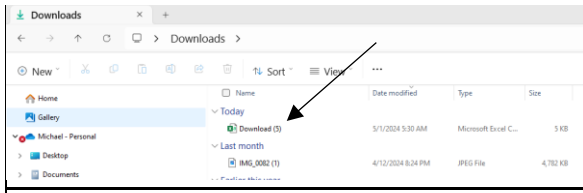


Figure 5.02a

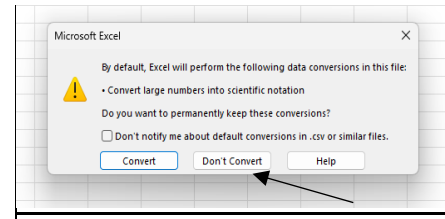


Figure 5.02b

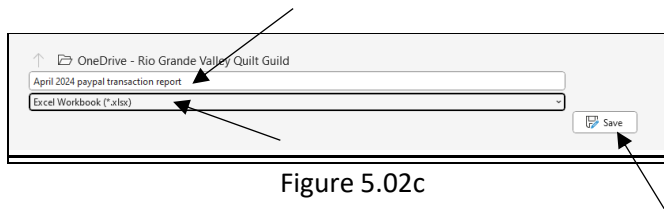


Figure 5.02c

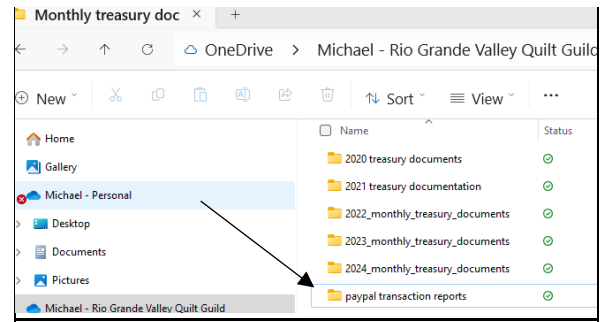


Figure 5.02d

5.03 A complete Excel Workbook for a monthly paypal transaction report should contain a worksheet containing the “unedited” data as downloaded from Paypal, a sheet containing an “edited” work copy, and any “unedited download” and “edited” supplemental sheets as required. For audit purposes, both the edited and unedited original copies must be maintained.

- To create an “edited” or “supplemental sheet, click on the “+” symbol at the bottom of the worksheet (Figure 5.03a).
- Right-click on the new sheet and in the drop-down menu, select “Rename” and enter the desired sheet name (Figure 5.03b).
- Return to the “raw” downloaded data work sheet and Select **CTRL-A** to highlight the entire sheet, and Select **CTRL-C** to copy the entire worksheet
- Return to the “edited” worksheet and click on cell **A1** to highlight. Use **CTRL-V** to paste the data into the worksheet.

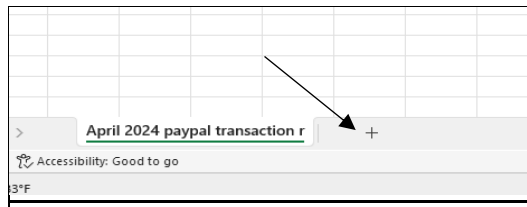


Figure 5.03a

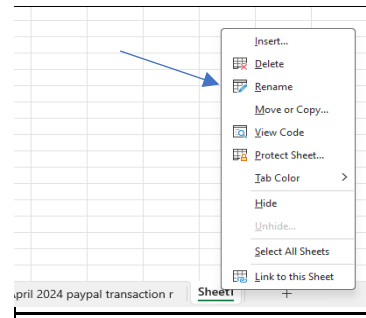


Figure 5.03b

5.04 The transactions can be assigned to a specific account, can be sorted and tabulated by specific accounts and the appropriate funds transferred to either the guild or quilt show bank checking accounts.

- Working right-to-left on the “edited” worksheet, highlight and **DELETE** the following columns:
 - R Balance Impact
 - P Balance
 - O Receipt ID
 - N Reference Txn ID
 - M Transaction ID
 - L To Email Address
 - K From Email Address
 - F Status
 - C Time Zone
 - B Time
- Select **CTRL-S** to **SAVE** the changes
- Highlight cell **D1** and replace the word “Currency” with “Account”. For each transaction in the report, input the appropriate account information into Column D – Account. **NOTES:** All quilt show accounts should be prefixed with “qs” for sorting purposes. Use the assigned Jotform.com form number located in Column H – Subject to determine the appropriate account.
- Use file copies of historical “edited” Paypal Transaction Reports as a reference for methods of creating and tabulating the sort program to determine the appropriate transfer amounts.

5.05 To transfer the funds to the guild or quilt show account:

- Login to the guild’s Paypal account (<https://www.paypal.com/login>)
- At the dashboard screen, click the blue **Transfer Money** tab (Figure 5.05b)
- In the drop-down menu, click the **Standard Transfer** tab (Figure 5.05c).
- At the screen shown in Figure 5.05d, verify that the transfer will occur in 1-3 Days at No Fee, the account to be transferred to is correct (click on **Edit** to change accounts if necessary), and input the appropriate amount of funds to be transferred.
- Re-verify that all information is correct, then click on the blue **Transfer \$xx.xx USD Now** button.

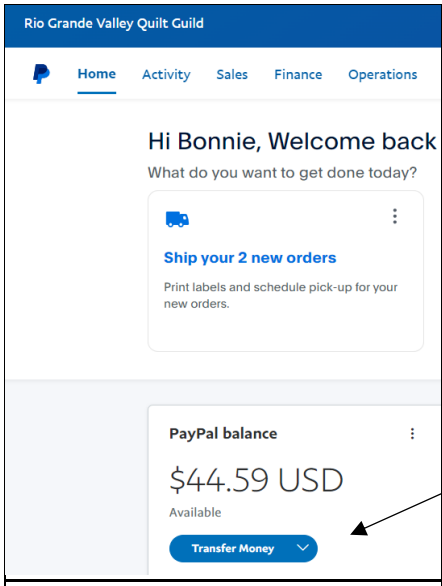


Figure 5.05b

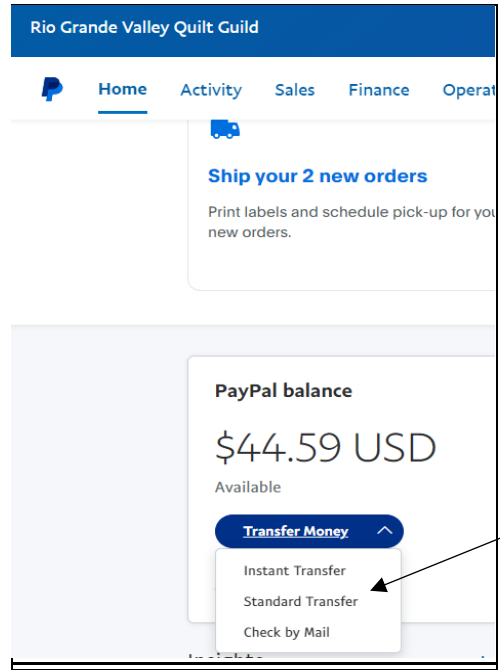


Figure 5.05c

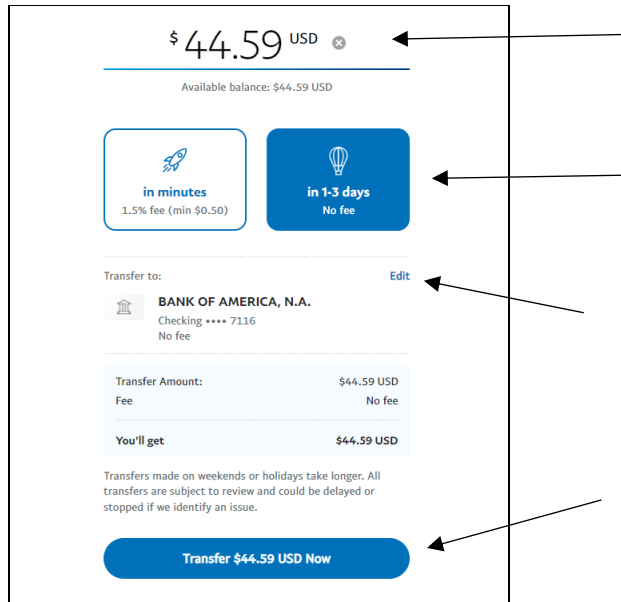


Figure 5.05d

Section 6. Audit

- 6.0** The Guild By-Laws (Paragraph 9.02) requires the board to appoint a qualified person(s) to examine the Income & Expenses of the Guild. The results shall be given to the Board and filed with the Secretary. In addition to the annual audit, it is the responsibility of the treasurer to self-audit the daily and monthly treasury activity to verify that all guild revenue and expense transactions are recorded with supporting documentation to be maintained per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.
- 6.01** The audit process should include evaluations of current financial statements to include bank records, daily /monthly activity logs, and all supporting digital / paper documentation. It should also verify the continued maintenance of a non-asset inventory list and the required historical supporting documentation / digital back-ups.
- 6.02** To support the audit function, the treasurer should make the following information available to the audit committee:
- Year-end Consolidated Financial Statement
 - Monthly bank statements
 - Paypal transaction reports
 - Monthly financial statements
 - Daily / Monthly activity logs
 - All supporting paper / digital documentation
 - The annual non-asset inventory list
 - A digital copy of the IRS Form 990 EZ filing package
 - Copies of IRS Form 1099 NEC and W9 documentation
 - Proof of digital back-up systems (hard drive, USB, Cloud)
 - Proof of document retention guidelines being followed

To support any follow-up audits or future reviews, this information should be stored digitally in a folder on a dedicated “audit” USB, the guild’s back-up hard drive and the guild’s back-up USB storage devices.

Section 7. Taxes

- 7.0** The treasurer is responsible for:
- Submission of the guild’s annual tax reporting (IRS Form 990-EZ) no later than May 15th,
 - Providing copies of the guild’s tax exemption documentation as required,
 - Providing filing and maintaining IRS Form 1099-NEC for any individual paid \$600.00 or greater annually.
 - Maintaining copies of IRS Form W-9, Request for Taxpayer Identification Number and Certification for any speaker or instructor fees greater than \$600.00.

- 7.01** Effective in 2021, the IRS requires Form 990-EZ, Short Form Return of Organization Exempt From Income Tax, and its associated schedules be filed electronically. To facilitate this requirement, the guild has utilized the services of Form 990 Online, a program of the nonprofit organization, Civic Leadership Project, beginning with the tax filing for year 2020. This free service can be accessed at Efile.form990.org (login information can be found in StickyPass) and has the following features:
- Will e-File the Form 990-EZ return with the required associated schedules,
 - Has verification routines to ensure the return is accurate and complete,
 - Has tips and IRS instructions embedded within forms,
 - Maintains data from year to year,
 - Automatically copies data from prior years and from other parts of form and schedules as needed,
 - Will generate a PDF image of the filing package for our records,
 - Provides authentication, receipt of and acceptance notifications from the IRS.
- 7.01.01** The online program utilizes a fillable PDF format and it is recommended that a copy of IRS Form 990-EZ, Schedules A, G and O be downloaded, printed and manually filled in to be used as a reference, prior to attempting to complete the online form. Copies of prior year's returns should also be available for use as a reference.
- 7.01.02** Prior to electronically filing the return, an IRS Form 8453-TE must be downloaded, completed, and forwarded to provide an authorized signature of the tax return's preparer.
- 7.01.03** Upon receipt of a notification that the return has been filed and accepted by the IRS, the Filing package must be downloaded and a digital and a paper copy should be maintained per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.
- 7.02** A copy of the **Texas Sales and Use Tax Exemption Certification** (Figure 7.02) shall be provided in paper or digital format as required to a supplier requesting proof of the guild's tax-exempt status. This certificate is supplier-specific and the treasurer will maintain a "library" file of certificates. If the proof of Tax-Exempt status is requested on behalf of a guild-affiliated bee, a copy of the **RGVQG Tax Exemption Disclaimer** (Figure 7.02a) must be provided to and maintained by the Bee.
- 7.03** The IRS requires that a completed **Form 1099-NEC** (Figure 7.03) be e-filed on or before January 31st for any non-employee (speakers, instructors, contractors, etc.) paid greater than \$600.00 annually. Instructions for completing the Form 1099-NEC can be found at <https://www.irs.gov/instructions/i1099mec>. The 1099-NEC form can be e-filed to the IRS using the **Information Returns Intake System (IRIS)**. **Author Note: ADD INFORMATION re: IRIS process and how to update USER information** The guild's copy of the 1099-NEC must be maintained in both a digital and a paper-copy format per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.
- 7.03.01** In addition to the Form 1099-NEC, the IRS requires that a completed **IRS Form W-9** (Figure 7.03.01) be maintained by the Guild for any non-employee (speakers, instructors, contractors, etc.) paid greater than \$600.00 annually. This form is to be completed by the payee and must be maintained in both a digital and a paper-copy format per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Rio Grande Valley Quilt Guild	
Address (Street & number, P.O. Box or Route number) PO Box 32	Phone (Area code and number) 7403984142
City, State, ZIP code Weslaco Tx 78599	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

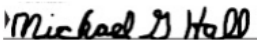
sign here	Purchaser	Title	Date
		Treasurer - Rio Grande Valley Quilt Guild	

Figure 7.02 Tax Exempt Certificate

RGVQG Tax Exemption Disclaimer

April 30, 2024

Per your request, a copy of the Rio Grande Valley Quilt Guild's tax-exemption status has been provided.

The use of this exemption is restricted to **ONLY** those purchases used to advance the stated purpose of the Guild: to provide "for educational, social and fraternal purposes, including the advancement of artistic abilities and the appreciation of its members and the general public and those other activities permitted an exempt organization".

To comply with this restriction, any proceeds received from sales of articles produced from purchases using the Guild's tax exemption, must be re-invested in the guild's stated purposes and cannot be used for commercial or personal gain.

Failure to comply with this restriction may jeopardize the guild's non-profit 501(c)(3) status. Additionally, failure to comply will result in the individual or group being removed from the guild membership.

A copy of this disclaimer and tax exemption documentation should be maintained by the requestor as part of their organization's financial records.

Figure 7.02a Tax Exemption Disclaimer

7171 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0116 Form 1099-NEC (Rev. January 2024) For calendar year _____		Nonemployee Compensation
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.				
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$ _____		Copy A For Internal Revenue Service Center File with Form 1096.
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		
Street address (including apt. no.)		3 _____		<small>For Privacy Act and Paperwork Reduction Act Notice, see the current General Instructions for Certain Information Returns.</small>
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$ _____		
Account number (see instructions)		5 State tax withheld \$ _____	6 State/Payer's state no. _____	7 State income \$ _____
		2nd TIN not <input type="checkbox"/>		
Form 1099-NEC (Rev. 1-2024) Cat. No. 72580N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page				

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0116 Form 1099-NEC (Rev. January 2024) For calendar year _____		Nonemployee Compensation
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.				
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$ _____		Copy 1 For State Tax Department
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		
Street address (including apt. no.)		3 _____		<small>This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</small>
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$ _____		
Account number (see instructions)		5 State tax withheld \$ _____	6 State/Payer's state no. _____	7 State income \$ _____
Form 1099-NEC (Rev. 1-2024) www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service				

<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0116 Form 1099-NEC (Rev. January 2024) For calendar year _____		Nonemployee Compensation
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.				
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$ _____		Copy B For Recipient
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		
Street address (including apt. no.)		3 _____		<small>This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</small>
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$ _____		
Account number (see instructions)		5 State tax withheld \$ _____	6 State/Payer's state no. _____	7 State income \$ _____
Form 1099-NEC (Rev. 1-2024) (keep for your records) www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service				

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0116 Form 1099-NEC (Rev. January 2024) For calendar year _____	Nonemployee Compensation	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.				
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation	Copy 2 To be filed with recipient's state income tax return, when required.	
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>		
Street address (including apt. no.)		3		
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld		
Account number (see instructions)		5 State tax withheld		6 State/Payer's state no.
		7 State income		
		\$		\$

Form **1099-NEC** (Rev. 1-2024) www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service

Instructions for Recipient

You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare tax.

If you believe you are an employee and cannot get the payer to correct this form, report the amount shown in box 1 on the line for "Wages, salaries, tips, etc." of Form 1040, 1040-SR, or 1040-NR. You must also complete Form 8919 and attach it to your return. For more information, see Pub. 1779, Independent Contractor or Employee.

If you are not an employee but the amount in box 1 is not self-employment (SE) income (for example, it is income from a sporadic activity or a hobby), report the amount shown in box 1 on the "Other income" line (on Schedule 1 (Form 1040)).

Recipient's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your TIN (social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN)). However, the issuer has reported your complete TIN to the IRS.

Account number. May show an account or other unique number the payer assigned to distinguish your account.

Box 1. Shows nonemployee compensation. If the amount in this box is SE income, report it on Schedule C or F (Form 1040) if a sole proprietor, or on Form 1065 and Schedule K-1 (Form 1065) if a partnership, and the recipient/partner completes Schedule SE (Form 1040).

Note: If you are receiving payments on which no income, social security, and Medicare taxes are withheld, you should make estimated tax payments. See Form 1040-ES (or Form 1040-ES (NR)). Individuals must report these amounts as explained in these box 1 instructions. Corporations, fiduciaries, and partnerships must report these amounts on the appropriate line of their tax returns.

Box 2. If checked, consumer products totaling \$5,000 or more were sold to you for resale, on a buy-sell, a deposit-commission, or other basis. Generally, report any income from your sale of these products on Schedule C (Form 1040).

Box 3. Reserved for future use.

Box 4. Shows backup withholding. A payer must backup withhold on certain payments if you did not give your TIN to the payer. See Form W-9, Request for Taxpayer Identification Number and Certification, for information on backup withholding. Include this amount on your income tax return as tax withheld.

Boxes 5-7. State income tax withheld reporting boxes.

Future developments. For the latest information about developments related to Form 1099-NEC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/Form1099NEC.

Free File Program. Go to www.irs.gov/FreeFile to see if you qualify for no-cost online federal tax preparation, e-filing, and direct deposit or payment options.

Figure 7.03 IRS Form 1099-NEC

Section 8. Document Retention

- 8.0** IRS Form 990-EZ requires data and supporting documentation for the calendar year being submitted and requires data input from the four (4) previous calendar years. The guild's guidelines are to maintain all supporting financial documents for the current year, the year of the most recent tax filing, and the previous five years of the most recent tax filing.

The security of any paper-copy documentation must be insured by "scanning" and filing a digital copy per Paragraph 2.04.01 above.

All digital-copy documentation should be maintained on the treasurer's computer hard-drive, in the Guild's One Drive account, backed-up to a USB drive, and backed-up to a portable hard drive.

Section 9. Digital Back-Up

- 9.0** For additional security of the Document Retention process, the documentation being maintained on the treasurer's computer and the Guild's One-Drive cloud account should be "backed-up" to a USB-drive and to a portable "hard-drive" device as follows:

9.01 USB-drive

To create a back-up copy of the guild's One Drive contents to a USB-drive;

- Verify that the computer files and the One-Drive cloud files are "synced".
- Insert the "thumb-drive" into an available USB port.
- In the files folder of the computer of the computer screen, double-click on the appropriate USB Drive (Fig 9.01a)
- Double-click on the appropriate file folder (Fig 9.01b)
- Create a new sub-folder by clicking on NEW (Fig 9.01c), selecting "Folder", and re-naming the New Folder using the filename format shown in (Fig 1.01d)
- On the left-side of the screen, "highlight" the folder to be backed-up and copy to the designated folder on the USB-drive by "dragging" the contents into the new folder Figure 9.01e).
- Verify that the contents copied to the USB-drive in the designated folder before removal.

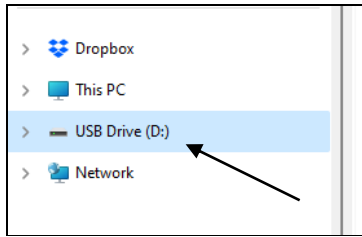


Figure 9.01a

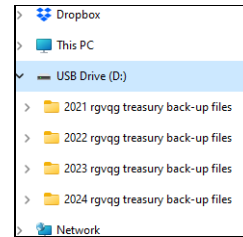


Figure 9.01b

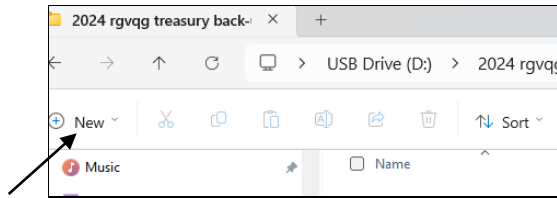


Figure 9.01c

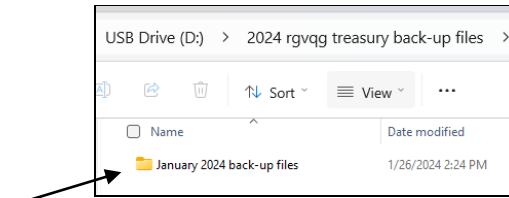


Figure 9.01d

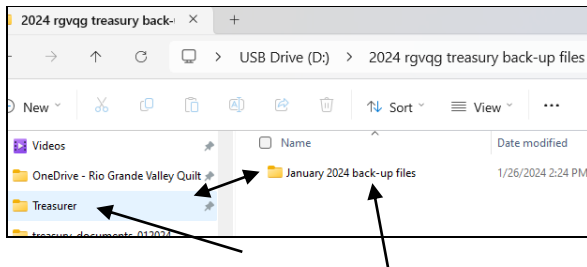


Figure 9.01e

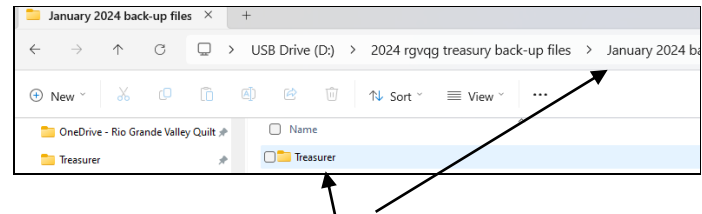


Figure 9.01f

9.02 Portable Hard Drive

To create a back-up copy of the guild's One Drive contents to a Portable Hard Drive (Backup Plus):

- Verify that the computer files and the One-Drive cloud files are “synced”.
- Insert the Backup Plus portable drive into an available USB port via the USB cable.
- In the files folder of the computer of the computer screen, double-click on the appropriate USB Drive (Fig 9.02a).
- Double-click on the “toolkit” folder (Fig 9.02b)
- Double-click on the “backup” folder (Fig 9.02c)
- Double-click on the “DESKTOP-OUC9vOR” folder (Fig 9.02d)
- Double-click on the “treasurer back-up files” folder (Fig 9.02e)
- Double-click on the appropriate file folder (Fig 9.02f)
- Create a new sub-folder by clicking on NEW (Fig 9.02g), selecting “Folder”, and re-naming the New Folder using the filename format shown in (Fig 9.02h)
- On the left-side of the screen, “highlight” the folder to be backed-up and copy to the designated folder on the hard drive by “dragging” the contents into the new folder.
- Verify that the contents copied to the designated folder in the Backup Plus hard drive before removal.

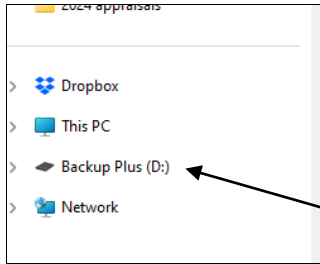


Figure 9.02a

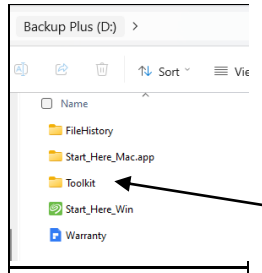


Figure 9.02b

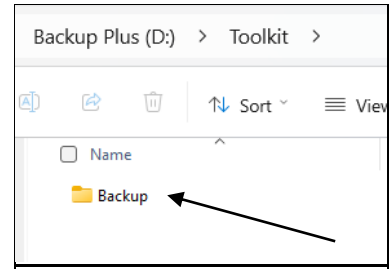


Figure 9.02c

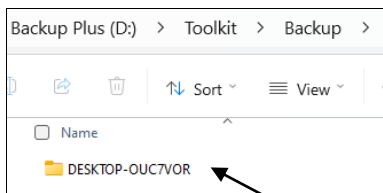


Figure 9.02d

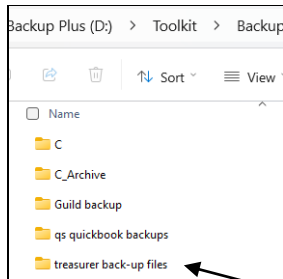


Figure 9.02e

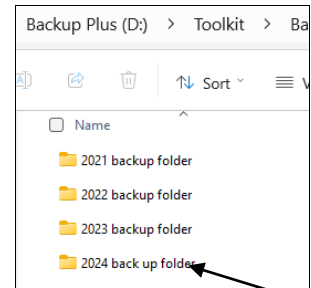


Figure 9.02f

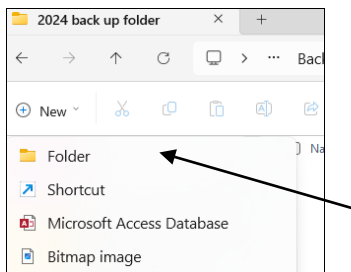


Figure 9.02g

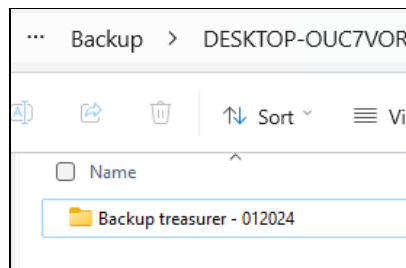


Figure 9.02h

Section 10. Government

- 10.0** Upon taking office, the Treasurer shall file a report (Texas Form 424 – Certificate of Amendment) with the Secretary of State of Texas to update the Registered Agent and the Registered Address of the RGVQG and will file any other information needed to maintain the Guild’s nonprofit status as required by the State of Texas.
- 10.1** The Treasurer, as the Guild’s Registered Agent, shall file Form 802 - Periodic Report of a Nonprofit Corporation, as necessary, to update the listing of the Corporation’s Board of Directors and Officers, to the Texas Secretary of State. (updated 10/04/2024)

Section 11. Quilt Show Processes

- 11.01** The Quilt Show Treasurer shall withdraw sufficient funds from the Quilt Show Checking Account to fund the cash box requirements listed in **Exhibit A** (below) which are to be transferred to the Cashier on Thursday. Two duplicate receipts for funds transferred to the Cashier must be verified by signature with each maintaining one copy. Each receipt must document the amount of funds transferred by denominations.
- 11.02** For each day of the show, the Cashier and an Assistant Cashier will prepare 7 petty cash boxes, each equipped with an envelope containing the petty cash requirements as listed per Exhibit A. Each box will also include additional “empty” envelopes and blank receipts for petty cash transfers throughout the day.
- 11.03** Prior to the Show opening each day, the Cashier will transfer 2 cashboxes to admissions, and 1 cashbox each to the Boutique, Totes ‘n’ More, Promotions, and the Opportunity Quilt Booth, with each box containing the funds listed in Exhibit A. For security purposes, the box transfers should be conducted in the Cashier’s “office”. Duplicate receipts for all funds transferred from the Cashier’s office to the box recipient must be verified by signature with the box recipient to maintain the envelope to store all subsequent receipts and the Cashier’s office to maintain the duplicate. Each receipt must document the amount of funds transferred by denominations.
- 11.04** The Cashier’s office will transfer a cashbox, containing the funds listed in Exhibit A, to the Silent Auction, prior to their scheduled Closing. This transfer should be conducted in the Cashier’s “office”. Duplicate receipts for all funds transferred from the Cashier’s office to the box recipient must be verified by signature with the box recipient to maintain the envelope for any subsequent receipts and the Cashier’s office to maintain the duplicate. Each receipt must document the amount of funds transferred by denominations.
- 11.05** At the discretion of the box recipient, excess funds may be “discretely” removed from the cash box and transferred to the cashier. **NOTE: Do NOT count any funds in public areas.** In the cashier’s office, the box recipients should fill-out a pre-printed envelope and a second duplicate receipt for the petty cash transfer. The cashier and box recipient will both verify the amount of funds transferred by denominations on both the envelope and “duplicate” receipts by signature to include the time and date of transfer, with the duplicate to be kept by the box recipient.
- 11.06** At closing, the box recipients should fill-out a pre-printed envelope and a second duplicate receipt for the cash box transfer. The cashier and box recipient will both verify the amount of funds transferred by denominations on both the pre-printed envelope and the duplicate receipt by signature to include the time and date of transfer. This transfer to be conducted in the cashier’s office.
- 11.07** The box recipient shall maintain each day’s original envelope and all “duplicate” receipts until the post-show debrief to be conducted upon the show’s conclusion.
- 11.08** Upon receipt of a petty cash transfer envelope, the Cashier and Assistant Cashier shall both separately verify the contents of the envelope by signature to include time and date.

- 11.09** The cashier shall maintain a spreadsheet documenting all fund-transfer transactions by account-type, time and date.
- 11.10** At the Cashier and Treasurer’s discretion, a final count of each envelope will be conducted, and the envelope transferred to the Treasurer. The cashier and the treasurer will both verify the amount of funds transferred by denominations on both the pre-printed envelope and the duplicate receipt by signature to include the time and date of transfer. The duplicate receipt will then be maintained by the cashier until the post-show debrief to be conducted upon the show’s conclusion.
- 11.11** At the completion of the Quilt Show, all fund transfer receipts must be maintained by the cashier and by each box or envelope recipient until all Quilt Show financial transactions have been concluded and the “final” Quilt Show Financial Report has been approved. After the report’s approval, the receipts shall be forwarded to the Treasurer for inclusion into the Quilt Show’s archived records.
- 11.12** At the completion of the Show, a final Quilt Show Financial Report will be prepared for the Show Board’s post-show debrief. Supporting documentation for the report should include:
- opening and closing Bank of America account statements
 - the show’s Excel Workbook
 - QuickBooks Reconciliation Reports
 - Cashier’s fund-transfer activity spreadsheet
 - The daily Quilt Show Receipt for Funds documentation
- After approval, this report and all supporting documentation are to be maintained per the document retention guidelines listed in the Guild By-Laws Paragraph 4.12.03.
- 11.13** In addition to the cash boxes, the Treasurer shall provide a PayPal Zettle Card Reader for use by the Boutique and Promotions committees. Specific training on usage and documentation to be provided. The treasure shall provide the cashier with the daily Zettle transaction report for inclusion in the Cashier’s Activity spreadsheet.
- 11.14** The treasure will be responsible for the daily Quilt Show Receipt for Funds documentation for monies received. All completed transfer envelopes receipts and Zettle transaction reports should be attached.

EXHIBIT A - Quilt Show Cash box & Vendor Change Requirements

Admissions

Friday		2 cash boxes			
	1 envelope each	15 – Tens each	\$150 each		\$300
		10 - Fives each	\$50 each		\$100
Saturday		2 cash boxes			
	1 envelope each	15 – Tens each	\$150 each		\$300
		10 - Fives each	\$50 each		\$100

Bargain Boutique, Totes ‘n’ More, Promotions, Opportunity Quilt, Silent Auction

Friday		5 cash boxes - 1 cash box each			
	1 envelope each	5 – Tens	\$50 each		\$250
		10 – Fives	\$50 each		\$250
		100 – Ones	\$100 each		\$500
Saturday		5 cash boxes - 1 cash box each			
	1 envelope each	5 – Tens	\$50 each		\$250
		10 – Fives	\$50 each		\$250
		100 – Ones	\$100 each		\$500

Vendor Change		30 - Tens			\$300
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60 - Fives	\$300
500 - Ones	\$500
TOTAL	\$3,900

Section 12. Treasury Timelines

Misc

Maintain Treasurer's Information Book

All treasury-related documents to be stored in both paper and digital format. To be stored per document retention guidelines (RGVQG Bylaws Para 4.12 – 4.12.02)

Guild USPS Mailbox coverage, if required

Texas Form 424 - Certificate of Amendment to be filed with Secretary of State upon assumption of Guild Treasurer position

Monthly

BofA statement downloads 1st business day of month

BofA Credit Card Statement download 15th day of month

Funds transfer from Guild or Show Account to pay-off Credit Card Balance 15th day of month

BofA statement / ledger spreadsheet reconciliation

Quick books ledger update / reconciliation

Treasurer's report

Board mtg post image copy to board reports document.

Website send digital PDF copy to webmaster for Website-Sharing upon board approval.

Digital Back-up (USB thumb drive, & portable Hard drive. (Both to be stored in fireproof storage).

Verify general meeting / program facility availability.

Newsletter articles (if necessary). 1st Monday after General Guild mtg

General Meeting Program payments (facility rentals fees — speaker fees)

Schoolhouse instructor fee and facility rental payments

Paypal transaction report summary 3 business days prior to end of month

Paypal fund transfers 3 business days prior to end of month

Upload Membership Deposits Spreadsheet information to RGVQG Financial Workbook ledger – end of month

Port Isabel Storage Unit payment - 1st day of each month - autopay cc * added 11/1/2025

Daily as Required

Maintain EXCEL Spreadsheet for Sharing– daily ledger recording all transactions

Process online transactions – print & file hard copy – post digital copy – create ledger entries

Process payment vouchers - print & file hard copy – post digital copy – create ledger entries

Debit / Credit card / checking transactions as required

January

BofA Account Signature authorization changes – create and forward authorization letter to Guild Secretary for signature

Texas Secretary of State Periodic Report Form 802 – Change of Officers for Articles of Incorporation* dated 10/01/2024

Annual Report Summary - for both board mtg - general mtg

Consolidated Year-end Financial Statement

Distribution of IRS Form 1099-NEC as required

Audit preparation

GoDaddy domain (rgvqg.com) annual payment (autopay cc)

Friendship Day

February

Website- Weebly Pro Site Plan (autopay cc odd-years 2-year plan)

~~Port Isabel Storage Unit Quarterly payment (autopay cc) *~~ deleted 11/01/2025

March

Post Office Box rental payment – Weslaco +

College Scholarship presentations

May

IRS Taxes – Form 990-EZ due on 15th

~~Port Isabel Storage Unit Quarterly payment (autopay cc) *~~ deleted 11/01/2025

July

Zoom annual payment

JotForm annual Payment autopay cc *

August

Canvas Committee chairs for next year budget requirements

~~Port Isabel Storage Unit Quarterly payment (autopay cc) *~~ deleted 11/01/2025

Hostgator – rgvquiltshow.org domain annual payment (manual if board approved) *

September

Present next year's proposed budget at Board Meeting

~~College Scholarship letters sent out – committee desolved~~

Intuit QuickBooks annual payment (autopay cc) *

Forwardemail (autopay cc) *

October

Best Little Warehouse in Texas – Weslaco storage Unit Annual Payment (cc) * 10/15/2026

The Hartford Liability Insurance Payment

CNA Surety Bonding Insurance Payment

November

Microsoft 365 annual payment (autopay cc) *

Present next year's proposed budget at Guild General Meeting *

~~Port Isabel Storage Unit Quarterly payment (autopay cc) *~~ deleted 11/01/2025

Section 13. Current Listing of Financial Liabilities

GoDaddy Domain Annual Payment	\$20.00	January cc autopay
Hostgator – rgvquiltshow.org domain	\$21.17	August
Insurance Bonding - annual payment	\$247.00*	October
Insurance Liability – annual payment	\$453.00*	October
Intuit QuickBooks Annual Payment	\$410.00*	September cc autopay
Facility Rental Payments - General Meeting – (\$200 monthly)	\$2,400.00	Monthly
Facility Rental Payments –Schoolhouse – (\$50 per class)	\$250.00	Nov-Mar
Facility Rental Payments –Program classes –	\$50.00 / class	As required
Post Office Box – Weslaco – annual payment	\$244.00	March
Schoolhouse Instructor Payments (\$50 per class)	\$250.00	Nov-Mar
Website – Microsoft 365 Annual Payment	\$116.00	November cc autopay
Website – Weebly Pro Site Plan (Bi-Annual)	\$230.00	February cc autopay
Weslaco Storage Unit Annual Payment	\$2,400.00*	October
Zoom Annual Payment	\$160.00	July
JotForm Annual Payment	\$195.00	July cc autopay
Officer Scholarship (maximum of 3 per year if awarded)	\$600.00 per	as required
Clicksend - bulk texting service	\$100.00*	as needed
ForwardEMail	\$36.00*	September cc autopay
Port Isabel Storage Unit – Quilt Show – Monthly	\$162.00*	1 st day of each month

***Document Updates**

7/30/2024	Payment for Intuit Quickbooks increased to \$378.00 annually
8/1/2024	Treasury Timeline revised to include Budget Presentation to November General Meeting
8/26/2024	Treasury Timeline revised to modify Port Isabel Storage Unit payment due dates to quarterly
8/30/2024	Treasury Timelines & Financial Liabilities revised to update Web Service payment information
10/01/2024	Timelines & Financial Liabilities revised to update Weslaco Storage Unit Annual Payment Increase
10/01/2024	Timelines & Liabilities revised to add Forwardemail & Clicksend services
10/01/2024	Timelines & Liabilities revised to add Port Isabel Storage Unit Quarterly Payment as cc & autopay
10/01/2024	Timelines & Liabilities revised to change Bonding & Liability payments to October & payment increases
10/01/2024	January Timeline revised to add Form 802 - Periodic Report
10/04/2024	Addition of paragraph 10.1, filing of Form 802 - Periodic Report
7/30/2025	Payment for Intuit Quickbooks increased to \$410.00 annually
7/30/2025	Payment for Post Office Box increased to \$244.00 annually
11/01/2025	Payment for Port Isabel storage unit increased to \$162.00 monthly
11/18/2025	Payment for Weslaco Storage Unit increased to \$2,400.00 annually - upgrade to 10' x 20' unit