

Illinois Prairie Weavers

Financial Reviewer Responsibilities

General Duty

The Guild's financial books are reviewed independently, annually, at the end of the Guild program year. The Financial Reviewer is a Guild member in good standing who is not serving as the Treasurer, who is appointed by the President to be responsible for this review on behalf of the entire Guild. It is a short-term volunteer job with no required meetings to attend. The reviewer is asked to coordinate with the past year's Treasurer to review the books and report back to the President. A checklist/report is provided.

Specific Duties

Accept the appointment, usually made in May.

Coordinate with the past year's Treasurer to establish a time, after the June meeting, when you may meet with the Treasurer to obtain the financial records.

Review the books between the June Meeting of the Guild and the planning meeting (usually in July) of the Guild's new Board and Executive Committee, by which time the records must be turned over to the Treasurer for the coming year.

Use the checklist to review the books, making sure that all income received and expenses paid are explained and documented, and that the Guild's checking account has been properly managed and maintained.

Resolve any discrepancies to your satisfaction, or make a list of concerns (see the checklist) to bring to the attention of the President.

Review this job description (and the checklist/report) for any updates you can recommend to improve or clarify it for future volunteers recruited.

Return the records to the past year's Treasurer or the incoming Treasurer, as circumstances dictate or as directed by the President. Do this by the time of the organizational meeting (usually held in July).

Estimated Time Commitment

~ 4 hours

(07-05-12- Barbara Holman)