

The Treasurer:

- Shall be responsible for all financial transactions and regularly report on the financial condition of the corporation.
- Required to complete the following forms: (If there is no treasurer, this responsibility must be completed by the president.)
 - Annual Registration Form (Between 5/1 and 10/31)
 - 990N Form (Between 7/1 and 10/1)
 - State Food License for the Craft Fair (By December 15)
 - Sales Tax Form (By February 1)
- Provide a written monthly report for each member at the general membership meeting stating the financial condition of the corporation. The monthly report must include:
 - Check Numbers
 - Dates
 - Recipient Names
 - Amounts
 - Beginning Balance
 - Ending Balance
- Prepare a year-end donation recap to be available by the year-end banquet and May general meeting.
- Shall not disburse any money without a voucher and receipt.

