Quilters' Connection
Quilt Show Treasurer

Before show

- Go to Waltham city hall for raffle permit and bring documentation to Waltham police department for local background check and then pickup approval when ready
- Conference with boutique chair prior to event
- Get night deposit key from bank
- Get seed money for gate, boutique and any other sale venue
- Get square reader setup

On day of event (and additional days)

- Distribute seed money in cash boxes to each location
- Collect money from each location a few times during the day and deposit at bank (either at counter or night deposit) **This requires that you be available much of the time, but not all, of the event.**
- Important to have a second person available each time, to count and review cash deposit amounts.
- Repeat for other event days

After event

- Review credit card sales credits from square reader
- Identify and Track source of cash/check deposits (gate/membership/boutique)
- Calculate state's share of raffle proceeds and send to state soon after event (within 7 or so days)
- Review boutique distribution information and send off checks to vendors plus any proceeds from quilt show sales to exhibitors
- Calculate sales tax due to state and send in payment (this is due about a month later)
- Generate a report to quilt show committee