

Who becomes a Church Treasurer?

God reaches out to all people in love and invites us to respond as disciples of Jesus.

The role of the Church Treasurer is:

- mathematical
- organised
- diligent
- important

You will need:

- to be systematic
- an aptitude for and a liking of figures

Don't be put off by the challenge, even if initially there seems to be a great deal to take in. Keeping the books and completing the Standard Form of Accounts are sometimes perceived as daunting tasks, but they needn't be if a systematic approach to the recording of figures is adopted. There is also support available from the circuit and other church treasurers.

What is a Church Treasurer?

One Church Treasurer I know says that you can tell everything about the life of a church from its finances and accounts!

It is a privilege to be given the responsibility for the church finances and is a vital role within the life of the church.

Right from the point the offering is received, those gifts become charitable funds. These funds are no longer in the ownership of the donors; the money has been given for the work of the Kingdom of God and is very special. It has been blessed and God's work can be done.

To arrive at meaningful decisions, the Church Council needs information about money matters. The treasurer is the appointed person to provide that information. The Council is responsible for the funds of the Church. The treasurer is responsible for keeping the books, presenting the accounts and answering questions.

Church treasurers work in a voluntary capacity, so their responsibilities are balanced alongside their personal commitments, family and social life.

Is God calling you to serve your church in this way?

What do Church Treasurers do?

- Receive the cash, cheques and all other items of a financial nature.
- Prepare, sign and have countersigned cheques for payment for goods and services provided to the Church. Any reimbursement of expenses to the treasurer or another signatory should preferably be by cheque signed by two other signatories.
- Provide adequate evidence e.g. Invoices, for cheque signatories for each cheque to be signed - these records will need to be kept for future reference.
- Record the financial transactions in the Church's books (these may be computerised, if so, a backup system is advisable).
- In September, prepare the end of year financial accounts for all funds under the control of the Church Council, liaising with any other sections of the local Church who will be preparing accounting figures for their organisations.
- Have the figures audited/independently examined and present the accounts to the Church Council.
- Receive, and take any necessary action on the audit/independent examiners report.
- Prepare the Standard Form of Accounts for submission to the Church Council.
- Provide financial information for various Church Meetings as requested by the Minister.
- File the accounting information/books/invoices/cheques and paying in stubs away for retention for 6 years, preferably on Church premises in a fire-proof cabinet.
- The Church Treasurer is automatically a member of the Church Council and the Circuit Meeting and as such is a managing trustee of both the church and the circuit.
- You will be expected to attend local Church Council and Finance & Property Meetings.
- You will also be expected to attend Circuit Meetings and Circuit Treasurers' Meetings.
- The circuit has a good support network through the more experienced church treasurers and the use of a common computer package and layout of accounts is encouraged to aid in providing this support.