

SECTION 1.10

Job Description – Elected Position

Subsection 1.13

Church Treasurer

Weekly:

- Prepares deposit of Sunday offering and any other special offerings
- Updates accounts payable

Monthly:

- Reconciles check book with bank statement
- Update fund/investment cards and reinvest as appropriate
- Reconcile fund cash cards to checking account balance
- Acknowledge any memorial gifts or other special donations received for the church
- Prepare monthly treasurer's report for the Church Board
- Alert Church Board of any approaching fund deficits
- Prepare and issue employee payroll

Quarterly:

- Disburse Unified Budget allocations to appropriate agencies
- Prepare quarterly payroll reports

Yearly:

- Prepare draft for Local Ministry budget preparation (budget/expenditures for current year) and projected budget for next year
- Prepare all funds report for the Annual Report
- Prepare Unified Budget report for Annual Report
- Assist in Audit of all records per request of the Auditing Committee
- Prepare IRS payroll documents for employees
- Issue donor receipts

The Church Treasurer attends the budget planning session in December and attends other Board meetings at times deemed expedient by the Treasurer and/or Board

See also Amended By-Laws Article VI – Qualifications and Duties of Officers, Section 6

Revised 2016