

## Church Treasurer Role & Responsibilities

### **Bylaw provisions** (from template available to be adapted to local church situation)

- Be a corporate officer on the Board of Directors.
- Assure accurate financial records of the Corporation are maintained and cause financial reports to be provided to the Board of Directors and Congregation.
- Recommend suitable accounting and reporting guidelines, rules, and procedures as specified in a financial policy.

### **Financial Policy\* recommendations** (from template available to be adapted by a local church)

- 1) *Overview:* With the Finance Committee, control the administration of the finances and the policies detailed in this document. Ensure annual budgeting process to forecast income plus quantify and prioritize expenses. Participate in capital funding and budget when needed.
- 2) *Income*
  - a) Cash. Propose procedure for handling cash collections received from all methods.
  - b) Noncash. Pre-approve donation procedure and/or case-by-case situations.
  - c) Program income. Define financial administration procedures for programs of the church like retreats and Vacation Bible School that receive “non-contribution” fees to offset cost of providing these programs.
- 3) *Expenses*
  - a) Approval authority. Propose approval threshold and procedures for large contracts and expenditures. Pre-approve larger expenditures.
  - b) Disbursements.
    - i) Propose check request procedure, documentation, signatories, and authority levels.
    - ii) Propose policy on (or prohibit) cash advances for approved ministry events.
    - iii) Approve reimbursements in the absence of an employee’s supervisor.
    - iv) Request/approve issuance of a corporate/church credit card, if desired; create accountable procedures for proper administration of the card.
- 4) *Accounting method.* If/when the cash accounting method is no longer appropriate, recommend modified cash or accrual method.
- 5) *Banking*
  - a) Checking account. In consultation with and authorized by the Finance Committee, open and close church bank accounts.
  - b) Signatories. Review each account to be certain that bank resolutions and associated signature cards are current and protect the interests of the congregation.
  - c) Electronic banking. Propose policy and detailed procedures for bookkeeper use.
- 6) *Financial records and reporting.*
  - a) Produce or ensure meaningful periodic reports based on the chart of accounts and the annual budget.
  - b) Supply a written report that identifies and describes meaningful variances and critical items.
- 7) *Payroll.* To oversee the ministerial housing allowance, give the payroll administrator written instructions (annually by January) the Session-approved designated amount(s).

\*Note: The Financial Policy template aims to be comprehensive and can be abridged to fit smaller church situations.