



FUNCTIONS OF A CHURCH TREASURER

PRESBYTERY OF THE HIGHLANDS

INTRO



ELECTED BY THE SESSION.

SUPERVISED BY THE SESSION

UNLESS...

CENTRAL CONTACT FOR ALL CHURCH

FINANCES





RESPONSIBILITIES

- Overseeing the financial records
- Preparing ACCURATE reports for session
- Assisting with budgeting process
- Anticipating Financial Concerns
- Annual reporting of All Church funds
- Managing Financial Resources as directed by Session
- Complying with Church and Government Reporting
- Scheduling and overseeing annual review/audit
- Overseeing that internal controls are being followed

RECORDING KEEPING IS THE RESPONSIBILITY OF THE TREASURER

Financial Statements must be:

- Monthly
- Understandable
- Concise
- Inclusive
- Comparative
- Timely



Financial Report should be given to the session at every regular scheduled meeting

RESOURCE MANAGEMENT IS THE RESPONSIBILITY OF THE TREASURER

Congregational Assets

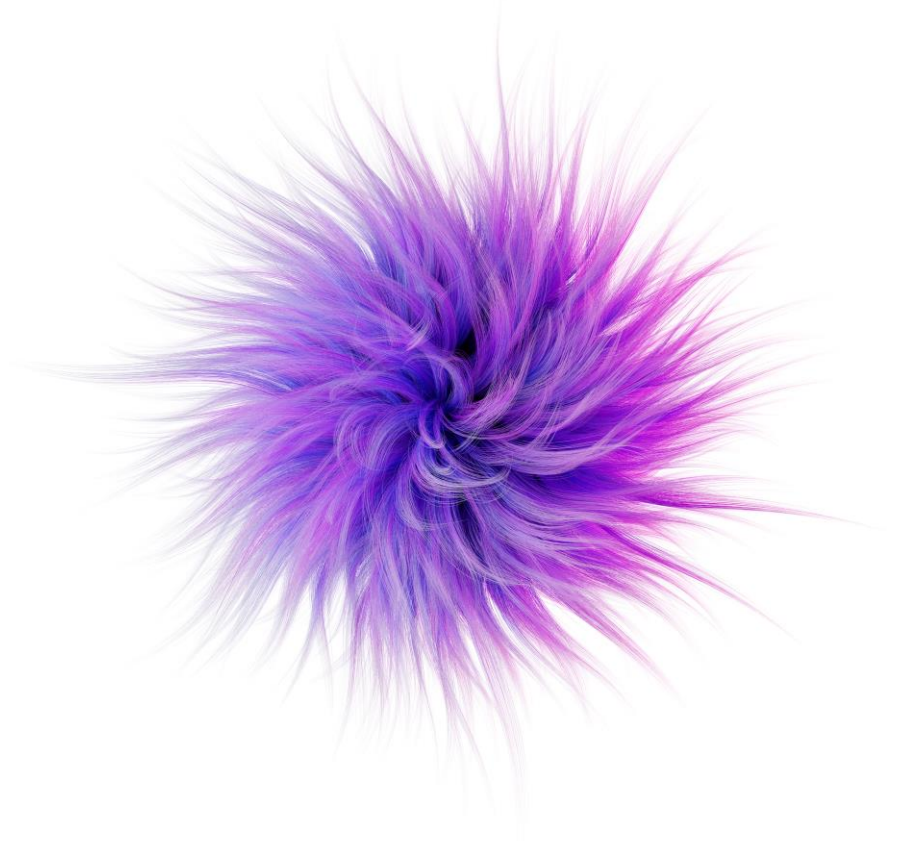
- Must be secured and Maintained
- Insurance is required by Book of Order – adequate and regularly reviewed
- Endowment funds shall be invested
- Certificates, Stocks, Bonds secured
- Only authorized persons have access to funds
- Offerings are protected, counted and deposited



Session should annually review and reaffirm all authorized persons managing church funds

GOVERNMENT REPORTING IS RESPONSIBILITY OF THE TREASURER

- Responsible to comply with community, state and federal regulations with respect to filing all payroll tax reports.
- Payroll services are an option
- Treasurer is responsible to make sure the service has filed all forms correctly



FUNDS REPORTING IS THE RESPONSIBILITY OF THE TREASURER

- General or Current or Operating Fund
- Restricted or Dedicated Funds
- General Budget Mission Funds
- Non Budgeted Mission Funds
- Endowment Funds
- Other Funds





OTHER THINGS

SESSION MINUTES AND DOCUMENTATION

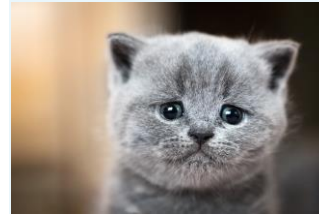


The Treasurer should receive copies of the session minutes to ensure all action items relating to financial matters are met

Expect documentation and support for all vouchers and expenditures

Keep accurate records for all transactions and income

GIVING RECORDS



Treasurer shall maintain member pledges and records of giving in accordance with IRS standards.

Statements shall be distributed in accordance with IRS requirements.

RECONCILIATION OF ACCOUNTS



Treasurer should be responsible for account/bank reconciliation . Always have two sets of eyes on the reports and reconciliation.

