

## **Ainsworth United Church of Christ**

### **Church Treasurer: Position Description**

*(Two Year Term)*

*(2016)*

The Treasurer shall work with office personnel doing book-keeping:

1. to insure that accurate accounting records of all receipts and disbursements are kept.
2. to furnish detailed monthly financial reports to the Church Council and year-to-date reports at the Quarterly Congregational meetings. The book-keeper shall produce said documents, and the treasurer will interpret them and reproduce summary information as needed. To that end, the treasurer will review the financial reports prepared by office staff before Council meetings. The Treasurer will also refer questions from the Council or congregation to the office staff or Pastor if he/she cannot answer them.
3. The Treasurer will also make sure the treasurer reports are available in the library for public access.
4. The Treasurer or designee shall review bank statements and reconcile them with our books. At present we have 2 volunteers who have agreed to continue with that.

The Treasurer shall chair the annual Budget Committee to develop the budget for the coming year. The committee will have representation from Administration Commission, the Moderator or designee and the Pastor to develop the budget. The treasurer will receive commission, staff and department budget requests during the development of the budget and incorporate those requests as possible. The Budget Committee will review these and recommend a proposed budget to the council for approval. The proposed budget will then be presented to the congregation for approval at the Annual Meeting in January.

The Treasurer is one of the authorized persons to make deposits on behalf of the church, sign checks, do money transfers between accounts, and coordinate investment transfers. If the Treasurer serves as money counter, then he/she cannot make the deposit. That must be done by another authorized person.

The Treasurer serves as a member of the Executive Committee which meets monthly on the Church Council and as needed and attends the annual Leadership Retreat.

The Treasurer writes an annual report to be turned in at the beginning of the next calendar year.