

The Treasurer shall:

- a. coordinate and consult with the church office;
- b. ensure financial resources of the church meet its needs;
- c. monitor the collection and disbursement of funds;
- d. advise on the financial implications of any new projects or spending;
- e. ensure appropriate accounting procedures and controls are in place;
- f. maintain an effective system of internal controls to guard against mischief, omission, or fraud;
- g. submit a monthly, user friendly, report of financial status and operations to the Council;
- h. submit a user-friendly financial report, to date, at congregational meetings;
- i. collaborate with bookkeeper, cashiers, and all fundraising coordinators to ensure that the church's financial records are accurate;
- j. maintain financial policy and procedures and obtain approval by Council of any changes;
- k. act as mentor and liaison between the Council and the Finance Team;
- l. provide financial reports to the Finance Ministry Team, as requested;
- m. collaborate and chair the annual church budget process with the Finance Team and the Moderator or their designee. The Treasurer will present the proposed budget to the Council for preliminary approval. The proposed budget will go to the Congregation for approval.