

Church Treasurer

Principle Function:

The church treasurer is responsible for the proper receiving, dispersing, accounting and safeguarding of the church funds within policies established by the church for adequate financial control. The church treasurer's focus is more on financial records and payment procedures rather than the handling of cash or currency. The church should establish the process of how funds are counted and deposited in its policies and procedures so that funds pass through several hands of accountability.

Regular Duties:

1. Work with the stewardship or finance committee to develop and recommend policies and procedures related to receiving, accounting, and dispersing church funds.
2. Maintain records of funds received and dispersed. The treasurer should work with the stewardship or finance committee in enlisting laypersons to receive, count, and deposit the money. After the money is deposited, the deposit slip should be verified. The treasurer or financial secretary should justify the financial records monthly.
3. Maintain records of contributions. The treasurer should work with the financial secretary to record members' contributions; and prepare and distribute contribution statements.
4. Reconcile monthly bank statements and correct ledgers as needed, unless this task has been assigned to the financial secretary. Sign checks in accordance with church policies and procedures. The treasurer should sign checks according to church policies and procedures. All checks requested should have supporting data on record. Many churches ask the financial secretary to be the cosigner on checks to protect the church's money and the people involved.
5. Make monthly and annual reports to the church. If the church has a committee to oversee financial matters, the treasurer should also make regular report to the committee.
6. Train an associate treasurer selected by the church.