

# The Church Treasurer

**The church treasurer should be someone who is:**

- 1. Technically qualified.**
- 2. Has their own personal finances in order.**
- 3. Has the correct motive for serving.**
- 4. Understands the significant difference in being an “owner” and a “manager” (steward).**

**The Church Treasurer should help facilitate, enhance and strengthen the ministries of the church. The church treasurer should NOT be someone who stands in the way of church ministries, or reduces their effectiveness.**

The church treasurer should be a person that exhibits a willingness to work cordially with people and has the ability to be fair minded. They should have knowledge of the working organization of the church and be an elected leader in the church. As such, the church should set guidelines covering the length of church membership prior to election as treasurer.

The character of a treasurer should reflect the highest Christian ideals. Their experience and background should give confidence to church members that the financial affairs of the church will be carried on in a fair and trustworthy way. The person selected to be church treasurer should have some knowledge of basic accounting procedures or the willingness and aptitude to learn them. It is important that the church treasurer be a tither.

The church should have clear guidelines on the length of service of the treasurer. This policy should recognize the benefits that come by having the same capable person serve for several years. At the same time, a church should be familiar with the challenges that can come when one person serves as treasurer for too many years.

The treasurer's relationship to church members, finance committee, deacons, trustees and other church leaders depends on the organizational structure of the church.

## **Example of Treasurer Responsibilities:**

1. Keep accurate records in appropriate financial journals of all monies received and disbursed.
2. Receive copy of deposit slip or summary of receipts record from Counting Committee after each deposit.
3. Reconcile monthly bank statements as needed.
4. Sign checks in accordance with church procedures and verify the supporting data for each check request.
5. Make regular reports to the finance committee and to the church.
6. Prepare or work closely with the financial secretary in preparation and submission of IRS forms for reporting compensation of church employees.
7. Work closely with the financial secretary in maintaining records of individual contributions and the distribution of individual statements quarterly and/or annually.
8. Suggest possible investment opportunities concerning funds the church wishes to hold.
9. Keep church leaders informed of any trends or changes in church fiscal matters.
10. Instill and preserve a high financial confidence throughout the congregation.
11. Train and/or work with an assistant or associate treasurer selected by the church.
12. Serve as ex-officio member of church committee assigned to oversee church financial policy and procedures. Confer with this committee in:
  - a. recommending and establishing policies and procedures related to receiving, accounting and disbursing of church money;
  - b. developing the annual church budget;
  - c. work with church committees and groups in preparing and maintaining their budgets;
  - d. providing necessary documents needed for annual audit according to church policy;
  - e. Assist in providing a continuing program of stewardship education for the church.
13. Confer with church staff and deacons to maintain communication concerning church financial matters.
14. Work with staff, officers and organizational leaders in administering financial details of church projects.