



Role description for the PCC Treasurer

Role: To carry out the accounting activities of the church including the payment of expenditures, the maintenance of the financial records and the periodic reporting of the church's financial status.

This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any PCC Treasurer roles and responsibilities.

Role Requirements:

To be:

- To be a person of integrity, called by God and approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.
- To be on the PCC and elected as Treasurer; or not be a member of the PCC, but be co-opted annually, re-appointed annually and serve for up to 5 years.
- To be legally allowed to be a Charity Trustee (see Charity Commission website - <http://www.charity-commission.gov.uk/>) ie over 18 and not disqualified because of bankruptcy or criminal convictions for financial wrongdoing.
- To be numerate and computer literate and have financial competence and accuracy, but need not be a qualified accountant.
- To respect the confidential nature of the information in the Treasurer's possession.

Key Roles and Responsibilities:

- To accurately receive and record income from all sources and control the banking.
- To ensure money is deposited in the bank as soon as possible after it is received in accordance with our insurance policy.
- To pay and record all items of expenditure in accordance with policies established by the PCC and ensure proper authorisation procedures are followed.
- To keep clear, accurate and adequate records with supporting documentation.
- To advise the PCC and the parish as necessary on the present and anticipated state of all parish finances, and support the PCC in its efforts to provide appropriate and clear information on parish finances to church members.
- To prepare the reports and accounts for each year, pass them to the independent examiner (or registered auditor), and then present the verified Annual Statement of Accounts etc. first to the PCC and then on behalf of the PCC to the Annual Parochial Meeting.
- To provide an annual budget to the PCC for their approval.
- To complete annual returns requested by the diocese in respect of parish income and expenditure and submit them within the timescale requested.
- To complete annual returns in respect of the Charity Commission and to submit them within the timescale requested.
- To provide any statements to clergy and other recipients of benefits or wages as necessary under the tax self-assessment or PAYE requirements.
- To attend PCC, Standing Committee and Finance Vision Group meetings.
- To provide general financial information to the PCC as required.

Recordkeeping: The PCC has a set of Financial Controls and procedures that the treasurer is expected to work within. These will include maintaining:

- Computerised records (any computer records must be backed up onto a memory stick or removable hard drive at least monthly)
- Files of invoices/expenses relating to the current year
- Bank statements, investment records, stewardship and gifts records, carrying out reconciliations between PCC records and bank records on a monthly basis
- Files of budget papers and sets of annual accounts and working papers
- Files for general correspondence

Prior year records (paying in books, cheque stubs, invoices paid, accounts working papers) will be stored in the church office.

Other Areas of work:

- Gift Aid:
To record gift aid contributions accurately with a clear audit trail and to submit claims to HMRC at intervals not less than 3 monthly.
To send each donor an annual itemised statement giving a summary of all donations made during the previous tax year if requested.
To keep accurate records and documentation of all gifts in accordance with government regulations (Gift Aid, Charities Commission Regulations and Church of England requirements).
- To receive gifts confidentially and to note any restrictions on the use of the gift.
- To monitor monthly payroll for staff, PAYE and returns to HMRC if required.
- To be the first point of contact with the bank/diocesan finance team.
- To liaise with energy negotiators for the supply of electricity and gas for fixed term contracts.
- To read the gas and electricity meters and to calculate and analyse the quarterly usage.
- To arrange any alterations to the bank accounts as needed eg change of signatories.
- To arrange suitable cover whilst on holiday.
- To collect funds received immediately at the conclusion of any separate events eg summer fair. Make certain that the money is counted and kept in accordance with insurance procedures.
- To carry out any other duties of a financial nature as assigned by the PCC.

Regular Routines to be Carried Out:

Weekly

- Keep records of any cheque payments – attach bills, notes or expense claim forms where received
- Keep records for direct debit payments on bank account – eg electric, gas, council tax, insurance, diocese
- Keep records for notified cash and cheque receipts – pledged giving, collections, funeral and wedding fees, donations, magazine sales
- Keep records for un-notified cash and cheque receipts received throughout the year – hall rental, pledged giving, standing order receipts
- Raise cheques as necessary – ensure expenses forms are completed properly
- Despatch cheque payments – many may require remittance advice
- File all documents
- Pay in cheques received directly by treasurer

- Bank all money with the bank

Monthly

- Reconcile bank accounts
- Set up and monitor wages payments for Administrator, Cleaner, Music Director and Organ Scholar
- Record payments for Organist, Administrator and clergy expenses
- Post payments to books of accounts
- Maintain list of pledged giving standing orders for Gift Aid recovery
- Reconcile planned giving statement with bank receipts

Quarterly

- Prepare financial note for PCC meetings/Standing Committee – including giving figures, expenditure figures, building fund and other significant funds/projects and any trends the PCC needs to be aware of
- Reconcile and prepare Gift Aid claim, analysing across funds as necessary
- Reconcile all Investment and Deposit accounts (including Church Repair Fund (CRF) and Diocesan Loans Fund (DLF) if used)
- Read gas and electric bills and calculate and analyse usage

Annually

- Check new Service fee list and fees for weddings and funerals (December)
 - Prepare figures for PCC annual budget (January)
 - Liaise with and prepare annual accounts and schedules for Independent Examiner (January)
 - Prepare annual accounts and report for APM (February)
 - Prepare annual return for diocese (March)
 - Prepare annual return for Charity Commission (May)
 - Pay annual cheques to supported charities as requested by the PCC
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- Read and adhere to the church's Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including Safer Recruitment and Training requirements; and to adhere to all other policies of the church
 - To attend meetings of the Finance Vision Group at least 3 times per year, for support and supervision by the Finance Vision Group Chair

Reports to: The Finance Vision Group Chair

Agreement: I agree to being the PCC Treasurer at All Saints Church, under the supervision of the Finance Vision Group Chair. I agree to comply with all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other church policies. I have received a copy of the above Role Description and have read and understood its contents. I understand that it is intended to describe the general content of and requirements for performing this role. It is not an exhaustive statement of duties, responsibilities or requirements.

Name (print and sign): _____

Incumbent: _____

Date: _____