

Role description for the PCC Treasurer

Role: To oversee 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 co-opted, or not be a member of the PCC and re-appointed annually.
- To be a member of the Finance Vision Group meeting approximately four times a year.
- To be legally allowed to be a Charity Trustee (see Charity Commission website - <http://www.charity-commission.gov.uk/>) i.e. 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 oversee and work alongside the Book Keeper and PCC Cashier.
- To oversee the following:
 - Accurate receipt and recording of income from all sources and control of the banking.
 - The prompt deposit of money (by the PCC Cashier) into the bank as soon as possible after it is received in accordance with our insurance policy.
 - The recording of items of expenditure in accordance with policies established by the PCC and ensure proper authorisation procedures are followed. (Recording will be done by the Book Keeper)
 - The keeping of accurate and adequate records and 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, through the preparation of quarterly accounts.
- To prepare the reports and accounts for each year, and 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 Church 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.
- Reconcile all Investment and Deposit accounts.
- 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 overseeing the maintenance of the following tasks performed by the Book Keeper:

- Computerised records (these will be held within ExpensePlus and Microsoft OneDrive)
- 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: to oversee the following

- Gift Aid:
 - The recording of gift aid contributions accurately with a clear audit trail and the submission of claims to HMRC at intervals not less than 3 monthly.
 - The sending each donor an annual itemised statement giving a summary of all donations made during the previous tax year if requested.
 - Accurate recording of all gifts in accordance with government regulations (Gift Aid, Charities Commission Regulations and Church of England requirements).
 - Receipt of gifts confidentially and the noting any restrictions on the use of the gift.
- The monitoring of the monthly payroll for staff, PAYE and returns to HMRC if required.

Other Areas of work:

- To be the first point of contact with the bank/diocesan finance team.
- To arrange any alterations to the bank accounts as needed eg change of signatories.
- To carry out any other duties of a financial nature as assigned by the PCC.

Reports to: The Incumbent

Agreement: I agree to being the PCC Treasurer at All Saints Church, under the supervision of the Incumbent.

I agree to comply with all aspects of the All Saints Safeguarding Policy:

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>), including recruitment and training requirements; and all other church policies.

To read and adhere to the Church of England's Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Name (print and sign): _____

Incumbent: _____

Date: _____

Form updated October 2023