



## Financial Job Descriptions Duties of Treasurer

The duties of the Vestry and the Treasurer are defined by Canon as follows:

### CANON 16 Of Parishes And Missions

#### Section 8 Treasurer

*It shall be the duty of the Treasurer to receive all monies due the Parish from pledges, gifts, and legacies and to issue periodic statements in connection with pledges and receipts for gifts and legacies. The Treasurer shall keep a true record of the money and property received by the parish and shall make disbursements as and when authorized to do so by the Vestry. The Treasurer shall also execute deeds, assignments, stock powers and other documents to facilitate the sale, purchase and transfer of securities and other assets authorized by the Vestry. The Treasurer shall present a full financial statement at each Annual Meeting of the Parish, also in connection with the Annual Report of the Parish to the Diocese, and whenever otherwise requested by vote of the Vestry. The books of the Parish shall be audited by a qualified person appointed by the Vestry for that purpose in accordance with the requirements of Diocesan Canon 20 Section 1 (d).*

*In the absence of the Treasurer, the Assistant Treasurer shall assume the Treasurers duties.*

### CANON 17 Of Vestries and Executive Committees

#### Section 5 Legal Representatives of the Parish

*The Vestry shall be the agent and legal representative of the Parish in all matters concerning its corporate property, subject to the Constitution and Canons of the Church and the laws of the Commonwealth of Massachusetts. The Vestry shall care for and maintain the buildings, furnishings, and all other property of the Parish and provide adequate insurance thereon. The Vestry shall be responsible for the finances of the Parish, the raising of money to support its program, the prompt payments of salaries and bills, and the prudent care of all trust funds, endowments, and bequests, including the sale, purchase and transfer of securities and other assets. Nothing in this section shall be construed to interfere with Parishes that have acted, or shall act in future, to create Trustees under the terms of Section 3 of Chapter 68 of the General Laws of the Commonwealth of Massachusetts and the Canons of the Church (National Canon Title I, Canon 7, Sec. 1 and Diocesan Canon 20, Section 1a), provided that all money received and distributed by such Trustees be entered in the records of the Parish Treasurer and included in the Annual Parish Report to the Diocese and National Church. All money raised by Parish organizations must be entered in the records of the Parish Treasurer and included in the Annual Parish Report to the Diocese and National Church.*

**CANON 20**  
**Of Business Methods in Church Affairs**

Section 1 (a)

*Funds held in trust, endowment and other permanent funds, and securities represented by physical evidence of ownership or indebtedness, shall be deposited with a Federal or State Bank, or a Diocesan Corporation, or with some other agency, approved in writing by the Diocesan Council, under a Deed of Trust, Agency, or other Depository Agreement providing for at least two signatures on any order of withdrawal of such funds or securities. [The Trustees are the appropriate Diocesan Corporation, referred to in this Canon, for parish invested funds. What this means is that if you parish has funds invested with some entity other than the Trustees or a federal or state chartered bank, you need the written permission/authorization of Diocesan Council.]*

*This paragraph shall not be deemed to prohibit investment in securities issued in book entry form or other manner that dispenses with the delivery of a certificate evidencing the ownership of the securities or the indebtedness of the issuer.*

(b)

*Treasurers and custodians, other than banking institutions, shall be adequately bonded. [Parishes in the Provincial Insurance Program have fully adequate crime coverage. Those few parishes not in the Provincial Insurance Program are required to provide evidence to the Standing Committee that they have adequate coverage.]*

(c)

*Such books of account shall be kept as shall make them available for satisfactory accounting.*

These Canons emphasize that the Vestry is responsible for the finances of the parish and that the Treasurer, as a member of the Vestry, is a steward and custodian of other people's money and therefore, is accountable to the Vestry, the membership of the Church, and in accordance with the Canons, to the appropriate Diocesan authority.

**Parish Treasurer**  
**Position Description**

- I. Qualification and Gifts
- Have a love of God and demonstrate a commitment to following the way of Christ
  - Have experience in the use of standard accounting procedures
  - Have an ability to establish and maintain appropriate safeguards and oversee persons assisting in financial transactions
  - Possess knowledge and understanding of insurance requirements, audit procedures, energy audits, bonding and legal liabilities
  - Have an enthusiasm and vitality for this vocation
- II. Time Commitment
- Vestry meetings
  - Finance Committee meetings
  - Vestry retreat
  - Weekly oversight of collection tabulations and deposits
  - Periodic payment of bills
  - Diocesan meetings, as necessary
  - Annual Meeting of the Parish
- III. Responsibilities
- Oversee the collection, counting and deposit of all contributions to the congregation, ensuring that at least two persons are present at all times during collection and counting;
  - Oversee the treasurers of all accounts maintained by any organization that is part of the congregation, ensuring that they follow established accounting procedures and appropriate safeguards;
  - Ensure that all bills are paid in a timely fashion;
  - Ensure that adequate insurance is maintained on all real and tangible property [All parishes that participate in the Provincial Insurance Program are fully insured.];
  - Determine that the books and accounts of the congregation are in accordance with standard accounting procedures and the requirements of the canons;
  - Ensure that the congregation's financial operations are in accordance with national and diocesan canons;
  - Ensure that the congregation's deeds and other instruments of ownership are established and maintained in the manner prescribed by canon and civil law;
  - Ensure that anyone serving as custodian of any congregational or organizational funds is bonded; [All parishes that participate in the Provincial Insurance Program have crime coverage that fully ensures the parish against loss caused by an employee or volunteer of the church.];
  - Meet regularly with the rector, wardens and/or staff for planning and evaluation;
  - Develop, and be an active member of the Finance Committee;
  - Assist in the development of budgets;

- Be available for other committees that might need help in planning budgets or need other assistance in financial matters;
- Submit a regular, monthly financial report to the vestry;
- Submit an annual financial report to the congregation (at the Annual Meeting) that fully discloses income and expense, and assets and liabilities (including all trust and endowment funds).

#### IV. Accountability

- The treasurer is accountable to the rector and vestry and the congregation.
- The treasurer's ministry should be assessed as a part of the annual mutual ministry review of the entire leadership team of the congregation (rector, wardens, other officers, vestry members and, in many cases, heads of ministry groups and committee)

Source: The Vestry Resource Guide: Servants Called to Leadership, Volume I  
The Vestry Resource Guide: Servants Called to Leadership, Volume II  
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## SPECIFIC OVERSIGHT DUTIES OF THE TREASURER/ASSISTANT TREASURER

1. The Sunday Offering:
  - Loose Plate
  - Church School
  - Regular Adult Envelopes (current year)
  - Regular Adult Envelopes (prior year)
  - Regular Adult Envelopes (next year)
  - Special Adult Envelopes (Initial Offering, Ash Wednesday, Good Friday, Easter, Christmas, Flowers, etc.)
  - Memorial Gifts (Provide Parish Secretary or the appropriate person with donor names & addresses for purposes of acknowledgement.)
  - Capital Fund Envelopes
  - Payments for Use of the Building by outside groups
  - All Other Gifts
  - Deposit Offering in Bank (night depository)

NOTE: Arrangements should be made to have a responsible person secure the offering from any service both before and after the appropriate money counters have performed their duties.

2. Credit all identifiable gifts to Donor's Giving Record. Record by name all gifts of \$250.00 or more (See the I. R. S. Regulation noted below)
3. At designated times (for example, at the end of February, May, August, November and December) send "Giving Statements" to each donor. Consult with the Rector, Treasurer and the Stewardship Ministry Team as to messages/enclosures to be included.
4. Prior to December 1, assign Next Year Pledge Envelopes to all donors (pledging and non-pledging). All donors should have an Envelope Number assigned for purposes of identifying gifts. Throughout the year it is a good idea to identify new members and invite them to make a pledge and offer them pledge envelopes.
5. Participate in Annual Stewardship Commitment Program by recording pledges as received.
6. Be responsible for accuracy of computer records of all gifts by each donor.
7. Receive all bills and make payment by check.
8. Assign appropriate account code(s), income and expense.
9. Prior to year-end, notify the Financial Services Group at Diocesan House concerning all staff salaries and deductions effective January 1 of the New Year.
10. Make sure adequate funds are available in the church checking account prior to scheduled automatic withdrawal by the Diocese each month. A majority of parishes use EFT for Support for Common Ministry and Insurance as well as for payroll expenses.

11. Be responsible, with Finance Committee assistance as needed, for preparation of Annual Budget for ensuing year. Parish budgets must be approved by the Vestry. Parish budgets DO NOT require parish approval at the parish Annual Meeting. Vestries are fully authorized to adopt the parish budget.
12. Prepare monthly Treasurer's Reports that provide the Vestry with fully adequate information about the financial health and condition of the parish. Review these reports with the Parish Finance Committee and post a copy on the parish bulletin board.
13. Manage parish liquidity, purchasing short-term CD's as available excess funds permit.
14. Maintain a record of all deposits/withdrawals regarding Endowment Fund Accounts.
15. Prepare a detailed report for Annual Parish Meeting showing not only income and expense compared to budget for the prior year but also showing all assets and liabilities (including all trust and endowment funds).
16. Prepare the Financial Page of the Annual Parochial Report in a timely manner to ensure the parish is able to submit its Parochial Report by March 1<sup>st</sup>, the due date.
17. Work with the Parish Finance Committee to ensure that financial and budget planning occurs in a timely manner.
18. Assist the Annual Parish Audit Committee in its work. Be open to the recommendations that committee may have to matters of internal controls and parish financial record keeping.
19. Ensure that a record of all purchases of a capital nature is maintained in a permanent record book. Expenses to be included would be those normally considered as subject to depreciation in business accounting – furniture, fixtures, major improvements and additions, etc. Parish records should include the date of purchase, the vendor, cost, and include any reference to a warranty (number of years).

IRS regulations for individual cash contributions of \$250 or more. Donors will not be allowed a tax deduction unless they receive a written receipt from the church that satisfies the following requirements: (1) the receipt must be in writing; (2) the receipt must identify the donor by name (a social security number is not required); (3) the receipt may combine all contribution, even those that are for \$250 or more, in a single amount or it can list each contribution separately to aid donors in resolving discrepancies; (4) the receipt must state whether or not the church provided any goods or services to the donor in exchange for the contribution, and if so, the receipt must include a good faith estimate of the value of those goods or services; (5) if the church provides no goods or services to a donor in exchange for a contribution, or if the only goods or services the church provides are “intangible religious benefits,” then the receipt must contain a statement to that effect; (6) the written acknowledgement must be received by the donor on or before the earlier of the following two dates: the date the donor files a tax return claiming a deduction for the contribution, or the due date (including extensions) for filing the return. Source: Church and Clergy Tax Guide published by Christian Ministry Resources.