

Roles and responsibilities

Treasurer:

Banking - make sure the church has appropriate banking arrangements in place such as a current account and deposit account. Sometimes a loan or other financing arrangement may be needed to support a property purchase or development project.

Keeping the books - Ensure there is a system to record financial transactions and to keep the relevant supporting information such as invoices, bank statements and offering tally sheets. For small churches a spreadsheet may suffice but for larger churches a specialised accounting system is likely to be more suitable.

Managing Income - For most churches, the majority of income is in the form of giving via standing orders, but the Treasurer will need to ensure any cheques and cash offering are banked and that any other income, such as room lettings and grant funding is safely received.

Claiming Gift Aid - Treasurer is responsible for ensuring this is claimed correctly. With the right record keeping in place, it is not difficult.

Insurance - The Treasurer is usually responsible for insurance. The most obvious requirement is buildings insurance for the church and any manses and other properties, but you will also need employer's liability and public liability insurance.

Managing suppliers - The Treasurer will often take the lead on managing suppliers for services such as energy, phone and internet and ensuring the church is getting good value.

Paying Bills - Churches have many bills to pay, such as utility bills, insurance and visiting speaker fees. The Treasurer needs to ensure that invoices are checked by the appropriate person and payments are made promptly.

Processing expense claims - The Minister, other staff and volunteers will often spend money in relation to church activities and you need to have a process in place for expense claims to be submitted, approved and reimbursed.

Operating Payroll - Where there is a Minister, Church Administrator, Cleaner or other church staff, the church will need to operate a payroll system to ensure payroll taxes are calculated correctly and the correct payments are made to staff, HMRC and pension providers. Payroll can be done in-house using suitable software or outsourced to a payroll bureau.

Annual Report- Be responsible for overseeing the production of the annual financial statements that are a key component of any Annual Report. You need to

ensure that these comply with the relevant accounting requirements. Ensure the Annual Report is submitted to the Charity Commission.

Financial reporting to Trustees and Members - Ensure fellow Trustees and the church membership are aware of the financial position of the church to inform the discernment and decision-making of the church. This will usually show income and expenditure and tracking against the budget for the year.

Financial controls - As Treasurer, you are responsible for making sure there are appropriate controls in place to safeguard the assets of the church. Important examples include having suitable procedures for handling cash to prevent theft, and dual authorisation of payments from bank accounts. You should also have a written policy explaining how financial commitments should be approved (eg a major purchase).

Being a Trustee of the church - Churches are subject to the requirements of charity law and therefore must have Trustees. As Treasurer, you are one of the Trustees, which comes with some important legal responsibilities.

Budget - It is good practice for the church to have an agreed financial budget for the year. The Treasurer will take the lead in creating the budget for review by the trustees. It should then be presented for approval by the church meeting so it has broad acceptance.

Paying a Subscription to BU- which is calculated based on a rate per church member. The subscription is the minimum financial requirement of member churches and the rate increases in line with inflation each year.

Contributing to the Home Mission Appeal - which is a freewill offering to support the work of Baptists Together. All member churches are requested to give 5% of their general fund income to the Home Mission Appeal.