KURRI KURRI BAPTIST CHURCH

Treasurer Role Description

Document 54	
Replace existing document?	Yes
Version:	3.0 Addition of responsibility for Workers Insurance, clarification of appointment and term
Model Document Credit:	N/A
Details of superseded documents:	(Version 2.2) Treasurer Role Description. Addition of volunteer category. Reviewed and updated by Governance Body on 1/7/2025 (Version 2.1) Treasurer Role Description. Reviewed and updated by Governance Body on 3/7/2024 (Version 2.0) Treasurer Role Description Reviewed, updated, reformatted, and adopted by the Church Governance Body on 11/6/2024 (Version 1.0) Treasurer Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
Adopted by governance body on:	18/8/2026
Last date reviewed:	18/8/2026
Review due date (annual review):	18/8/2027

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

(This page has been intentionally left blank)

Role Title

Treasurer

Role Description

The Treasurer shall keep a record of all financial transactions, keeping the Church informed through regular reporting

Responsibilities

- Receive all monies for the Church, and make such payments as required
- Keep a record of all financial transactions, keeping the Church informed through regular reporting
- Present a Financial Statement and Balance Sheet to the Annual Church Meeting covering the income and expenditure for the previous year
- Arrange an annual independent audit of all banking, providing the financial records for presentation at the Annual Church Meeting
- Present a Quarterly Financial statement at a Church meeting, covering the income and expenditure for the previous quarter and the year to date
- Two Members, one of whom would normally be the Treasurer, shall authorise payments on behalf of the Church
- The Treasurer shall usually be the Public Officer (see also Governance Document #45 Public Officer Role Description)
- To monitor and attention all correspondence to the Treasurer email address
- Update Christian Finance signatories as required
- Update Pastor's remuneration as per the Association of Baptist Churches of NSW & ACT Remuneration Recommendations annually
- Liaise with the Diaconate regarding Baptist Insurance Services (BIS)
- Complete icare Workers Insurance annual renewal - confirm or update estimated wages, declare actual wages
- Ensure the Church's financial statues is published in the Church Bulletin quarterly
- Prepare a budget annually

Prerequisites and/or skills required

- Church Member
- Compliance with the Procedure for Staff and Volunteers (Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)
- Have a working knowledge of financial matters
- Have a good knowledge of Xero accounting software, or a willingness to learn same

Supported by

- Church Leadership, and Church
- The Association of Baptist Churches of NSW & ACT, and Balance Ministry Services

Appointment and Term

- A Treasurer shall be appointed by and from the Deacons, as per the Constitution (6E)
- Term – as per Deacon; The term of office shall usually be two years with eligibility for reappointment. They shall be eligible to be renominated for a further two years however this will be followed by a break of at least one year
- In the absence of a Treasurer the Deacons will fulfil the functions of the Treasurer

Reporting to

- Church Leadership, and Church

Reporting method and frequency

- At all Quarterly Church Meetings, the Treasurer will present a financial statement covering the income and expenditure for the previous quarter, and year to date