

KURRI KURRI BAPTIST CHURCH

Treasurer Role Description

Document 54	
Replace existing document?	Yes
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Note: Throughout this document, "Church" refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

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 Church Treasurer email address
- Update Baptist Financial Services (BFS) 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)
- 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
- 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
- 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