



## Some useful tips

The treasurer might like to keep these points in mind throughout the financial year -

- Keep it simple
- Be methodical and write up the books regularly—don't leave it to the year end.
- Record the details of all cash income (better still—educate those who handle cash on behalf of the treasurer to prepare the form themselves)
- Ensure that an invoice is obtained for EVERY payment transaction whether by cheque or cash
- Use a system of reference numbers to identify transactions if appropriate. Formal receipts for money received should also be given.
- File all the paperwork neatly
- For ease of working use similar headings to those on the Standard Form of Accounts
- Starting balances + money received = money paid out + closing balances
- If you are not sure about anything—ask a treasurer colleague first then if necessary seek wider assistance
- The accounting year for ALL Methodist Church accounts runs from 1st September to 31st August



## What to do next...

If, after prayerful thought, you feel you want to find out more:

- Talk about your sense of call with Minister or a Treasurer
- Church stewards' duties are set out in the constitution of the Methodist Church, the Constitutional Practice and Discipline, which is known as the CPD. To find out more about this go the Methodist Church website [www.methodist.org.uk](http://www.methodist.org.uk)





## God calls people

through:

- inner promptings
- frustration and anger
- challenge
- questioning
- invitation
- another person
- a need
- a desire
- a longing to proclaim the faith within you
- a leaflet like this

## God calls people to be Treasurers

- It is a privilege to be given responsibility for the Church's finances.
- Right from the point the offering is received, those gifts become charitable funds. These funds are no longer in the ownership of the donors; the money has been given for the work of the Kingdom of God and is very special. It has been blessed and God's work can be done.
- To arrive at meaningful decisions, the Church Council needs information about money matters. The treasurer is the appointed person to provide that information. The Council is responsible for the funds of the Church. The treasurer is responsible for keeping the books, presenting the accounts and answering questions.



## Is God calling me?

God reaches out to all people in love and invites us to respond as disciples of Jesus.

The role of the Church Treasurer is

- mathematical
- organised
- diligent
- important

You will need

- to be systematic
- an aptitude for and a liking of figures

Don't be put off by the challenge, even if initially there seems to be a great deal to take in. Keeping the books and completing the Standard Form of Accounts are sometimes perceived as daunting tasks, but they needn't be if a systematic approach to the recording of figures is adopted.

It is possible that this exploration leads to a realisation that the call is for another role within the church. That is fine! There are many ways to serve God



## What do church treasurers do?

- Receive the cash, cheques and all other items of a financial nature
- Prepare, sign and have countersigned cheques for payment for goods and services provided to the Church. Any reimbursement of expenses to the treasurer or another signatory should preferably be by cheque signed by two other signatories
- Provide adequate evidence eg. Invoices, for cheque signatories for each cheque to be signed—these records will need to be kept for future reference.
- Record the financial transactions in the Church's books (these may be computerised, if so, a back up system is advisable)
- In September, prepare the end of year financial accounts for all funds under the control of the Church Council, liaising with any other sections of the local Church who will be preparing accounting figures for their organisations
- Have the figures audited/independently examined and present the accounts to the Church Council
- Receive, and take any necessary action on the audit/independent examiners report.
- Prepare the Standard Form of Accounts for submission to the Church Council
- File the accounting information/books/invoices/cheques and paying in stubs away for retention for 6 years, preferably on Church premises in a fire-proof cabinet.