



**St. Paul's Anglican Church**  
70B Clyde St.  
Almonte, ON K0A 1A0

## **Church Treasurer Duties**

The treasurer is responsible for completing, recording and reporting all financial activities of the church. The treasurer works with the bookkeeper, the counters and the envelope secretary to oversee the recording of funds being deposited into the church's bank account.

The church is very fortunate to have a qualified and capable bookkeeper who does all the initial recording of any deposits and bills into QuickBooks. The treasurer then completes all other accounting and financial responsibilities.

The treasurer's position has thus far been volunteer with a small annual stipend.

### **Specific Functions**

- cash control.
- pay bills using electronic bill payment software every two weeks.
- reconcile the bank accounts monthly.
- review the posting of deposits and bills done by the bookkeeper.
- keep current year's paper files.
- prepare third party reports:
  - quarterly HST reports
  - annual Charities Return for CRA
  - annual Statistical Return for the Diocese of Ottawa
- attend monthly Parish Council meetings and advise on financial decisions being made by the council. The treasurer formally reports to Parish Council 3 times per year.
- prepare an annual budget and present to Parish Council for fine tuning and approval
- prepare and present an annual report to Vestry once per year.

### **Tools And Software**

A laptop is provided specifically for the treasurer's use.

- QuickBooks (desktop version)
- MS Excel
- Telpay (very easy to use)
- MS Outlook

### **Time Required**

- about 2 – 3 hours every two weeks
- plus one evening meeting a month (about 2 hours)
- plus time to prepare budget, annual reports and vestry presentations (about 30 hours over 2 months)

*Last updated: 05 Oct 21*