



# **St Mary's Church, Thorpe**

## **Church Approach, Egham, Surrey, TW20 8TQ**

Vicar: The Revd. Damian Stewart Miles, BTh

[www.stmaryschurchthorpe.co.uk](http://www.stmaryschurchthorpe.co.uk)



### **ROLE DESCRIPTION - PCC Treasurer**

#### **The role of a PCC Treasurer**

The role of a Treasurer is a very important one. Not only will thousands of pounds flow through the Church's funds, but Thorpe Parochial Church Council is also a registered charity and will need to conform to Charity Commission guidance. The Treasurer does not need to be an accountant, but they must meet the requirements of the Church Representation Rules and Charities Act - i.e. not disqualified by bankruptcy or by convictions for financial wrong doing.

#### **Skills and Characteristics:**

- ❖ Possess reasonable financial competence and the ability to maintain a basic accounts book.
- ❖ Have an understanding of the Parish of Thorpe, its needs and challenges.
- ❖ Have a basic understanding of how the Parish of Thorpe fits into its wider Deanery of Runnymede, Diocese of Guildford and the National Church of England.
- ❖ A willingness to attend PCC meetings, not only to deal with financial matters, but also in order to be aware of the PCC's plans.
- ❖ Be in harmony with the PCC, the Incumbent, Church Wardens and the wider church.
- ❖ Be able to explain financial issues clearly, both within the PCC and to the general church membership.
- ❖ Be able to maintain confidentiality, particularly with respect to matters that relate to individual church members; e.g. their personal giving.
- ❖ Meet the wider requirements of the Charity Commissioners for all trustees:
- ❖ Although PCC members can be 16 or over, the bank is likely to require someone who is 18 or over. Since this role carries significant responsibility the PCC may also feel that it is appropriate to have someone aged over 18.
- ❖ You may or may not have been a treasurer of an organisation before. In many respects the role of Treasurer is not dissimilar from keeping good control of household finances and basic book keeping
- ❖ Be willing to attend Diocesan training for Treasurers as well as attend Treasurers meetings.

#### **The basic role of the treasurer is to:**

- ❖ Ensure received income is recorded and banked
- ❖ Monitor all items of income and expenditure
- ❖ Pay and record all items of expenditure
- ❖ Keep proper books and records
- ❖ Prepare the annual financial statements and report on the accounts each year
- ❖ Assist the PCC in setting an annual budget
- ❖ Advise the PCC of the financial position against budget
- ❖ Provide general financial information to the PCC

#### **The Treasurer and the PCC**

The Treasurer is an officer of the PCC, an official position serving the church by providing financial leadership at a strategic level. He/she is appointed by the PCC with the support of the Incumbent and Church Wardens. The Treasurer serves on the Standing Committee (which is also the Finance Committee at St Mary's) and as an ex-officio member of any committee with a high impact on finance, for example the Stewardship Committee [See the Church Representation Rules]

The Treasurer must act as the first and primary tier of financial checks and balances and is responsible for the proper disbursement of church funds – both restricted and unrestricted within policies established by the PCC in accordance with the policies of the Charities Commission, the Diocese of Guildford and the Church of England.

### **Controls and Procedures**

The role involves ensuring that there are essential controls and procedures in place for the proper management of charitable funds. This includes keeping detailed and accurate accounting records and reports of stewardship income, planned giving, offerings, special appeals, trading (shop/craft stall) and restricted income; as well as detailed, receipted and categorised support records of expenditures. To avoid conflicts of interest and maintain proper controls the various duties of Treasurer, Banker (Appointed at the APCM) and Stewardship Officer (Appointed by the PCC) are usually considered separate roles.

### **Basic Tasks**

The treasurer has a number of key jobs identified below. The PCC, as the Trustees of St. Mary's Church Thorpe are legally in charge of the church's money, not the Treasurer alone, although the Treasurer's role is to advise and monitor spending. The PCC may delegate some decision-making to the Standing Committee, of which the Treasurer is a part, concerning day-to-day running expenses and costs. Therefore the role of the treasurer is to:

- ❖ Carry out the financial policy of the PCC.
- ❖ Prepare a budget based on the current account income and expenditure and provide such information as is required by the PCC for setting and monitoring an annual budget.
- ❖ Keep records of all cash transactions and on-line banking statements to include recording of income, control banking, and pay and record all items of expenditure including a system of bookkeeping.
- ❖ Keep a watch on the finances of the church and alert the PCC to any changes or challenges.
- ❖ Keep in regular contact with the Incumbent and Church wardens over church finances.
- ❖ Oversee the payment of quarterly Fees to the Diocese of Guildford.
- ❖ Oversee the monthly payment of Parish Share to the Diocese of Guildford.
- ❖ Act as financial liaison with the Diocese of Guildford.
- ❖ Keep the PCC aware of its duties under the Charities Act and keep up to date on those requirements, ensuring new PCC members complete all relevant paperwork and submit this.
- ❖ Encourage the wider mission of the church and responsible planned giving by the congregation.
- ❖ Prepare the annual accounts and financial statements for the APCM report and accounts booklet.
- ❖ Administer the remuneration of paid staff and expenses for office holders.
- ❖ In collaboration with Vicar and Warden's Secretary, ensure all gift-aid (Yellow Envelopes) and planned giving contributions (Green Envelopes) are recorded and then submit claims to HMRC annually, including the small claims scheme on cash donations.
- ❖ Submit annual financial reports to: The Charities Commission and Diocese of Guildford.