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| **This role outline is an example and can be adapted to each local situation.** **NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements as they may also then need to change.** |
| **Role**  | **Responsible to**  | **Duties** | **DBS** | **Workforce** | **Training**  | **Forms Required**  |
| Church Treasurer | Church Council  | * To provide the Church Council with details of all income and expenditure for the year to date in time for its meetings to aid decision making.
* To bank the cash, cheques, and all other items of a financial nature.
* To bank the offerings at Sunday services, and other services where appropriate.
* To prepare and have countersigned cheques for payment of goods and services provided to the church.
* To pay all bills e.g., utilities and general running expenses.
* To ensure the assessment payment is made.
* To ensure all the church organisations with independent banking submit their accounts for annual examination.
* To maintain accurate church accounts and prepare the end of year financial accounts, submitting these for examination
* To ensure the annual financial schedules are examined, approved by the church council and passed to the Circuit Treasurer
* To plan and prepare an annual budget for the church council to approve, including advising on the Reserves Policy
* To file the accounting information/books/invoices/cheques and paying in stubs away for retention for 6 years
* To attend the Circuit Meeting as a representative of the Church
* To attend the Church Council meetings
* To support the Property Stewards and Leadership Team with financial information to help decision-making regarding management of the church premises and the church’s mission as agreed by Church Council.
* To summarise receipts, including the Sunday collection envelopes by envelope number, and pass to the Gift Aid Coordinator
* To share pastoral concerns that arise through this role with the Minister and/or leader/s
* Notify the Safeguarding Officer or Minister of any safeguarding issues.
 | As a Trustee the treasurer is eligible for an Enhanced DBS check.  | Adult and child  |  | **Form As -** [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/) **Confidential Declaration –**[www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/)  |