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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/) |