



TREASURER'S JOB DESCRIPTION

The Church Council will appoint the Treasurer from among its members, in accordance with UCA Regulations.

The Treasurer will work with the bookkeeper/external accountant to fulfil the financial responsibilities of Revesby UC.

Main Tasks

- Be a faithful steward of the funds God provides to the church, ensuring that Council and the Congregation has all the information they require to make sound financial decisions and operate in a financially sustainable manner.
- Keep financial records according to Uniting Church accounting instructions and Australian Charities Not for Profit Commission (ACNC) guidelines, preferable using a computer accounting package and/or an external accountant.
- Attend, prepare and provide financial reports to Church Council and Congregational Meetings as appropriate.
- Prepare or assist an external accountant with the Annual Financial Return (AFR) and Budget to submit to Synod and Presbytery each year after the end of the financial year. Budgets are to be developed with the Church Council. The Budget is to be approved by the Church Council prior to presentation to the Congregation.
- The books of account and the AFR are to be audited each financial year – either an internal or external audit, as appropriate. Summaries of the audited accounts and budget are to be included in the Annual Report to the Congregation.
- Deposit offerings and other general income into the bank (via Australia Post) in a timely manner, or delegate such tasks to a responsible person.
- Keep all financial records up to date and reconcile all bank accounts.
- Liaise with the Synod Payroll Service as necessary, who are handling all aspects of payroll (except the payment of tax to the Tax Office). Record the Minister's Stipend, and any other church employee salaries, as well as Superannuation Guarantee Levy payments in the computer accounting package, from the reports provided by Synod Payroll Service – or through an external accountant.
- If employing lay workers, pay Workers' Compensation premium annually on receipt of invoice.
- Pay expenses including invoices and designated donations - in a timely manner.
- Report to and communicate with Presbytery and Synod as required.
- Keep records up to date for GST/PAYG/BAS reporting on a quarterly basis, using a computer accounting package facility. Report to ATO online.
- Any other tasks to do with finances of the Congregation.

The treasurer attends Church Council meetings. A treasurer's financial report will be prepared for such meetings.

The treasurer attends Church Congregation meetings whenever they are called. A full financial year report is presented to the AGM of the Congregation.

Banking Procedure

After each Sunday church service, the treasurer receives the offerings from the money counters with a tally sheet showing offerings as well as any other specific donations. The treasurer ensures the safety of the offerings and checks the tally sheet (recounts the money) to prepare the deposit slip. The money is banked (via Australia Post) as soon as possible. The transaction is recorded in the accounting package.

Other Tasks

From time to time, the Congregation or Church Council may decide that the church will be involved in special appeals. The treasurer is to handle the financial aspects of these appeals, in accordance with the documentation from outside organisations, if applicable.

Audit

Each year after June 30, an audit needs to be conducted on the church finance records. End of Year statements are produced and signed by the Auditor for inclusion in the church Annual Report, at this meeting. After the audit, a record of all account transactions should be kept for a minimum of 7 years according to taxation law. Synod has guidelines about who is to do the audit. The Auditor also checks and signs the AFR. A signed copy of the audited AFR is to be sent to Synod (and other organisations as requested), as per the email address on the AFR.

Backups of data

The records of previous FY transactions are kept on digital back-up. Paper records and backups are to be kept for 7 years in accordance with ATO regulations. After the 7 years, the records can be destroyed. Anything important or of historical significance (such as leases, annual financial statements or summaries and other reports) needs to be retained in a secure place, preferably on the Synod's SharePoint site.

Last Notes

In accordance with the Congregation's Volunteer Policy, the Treasurer and Assistant Treasurer are required to adhere to, sign, and follow the Child Safe Code of Conduct as well as receive a copy of, and follow the Revesby UC Volunteer Manual. Their names are to be entered on the Volunteer Register. The Treasurer is required to attend an accredited Safe Church Workshop every three years and have a current Working with Children Check because they are a member of Church Council.

The Treasurer is accountable to the Church Council and Congregation.