

Harnham Parish Churches: Treasurer



Registered Charity No. 1193766

Living, Learning and Loving, through Christ.

The Treasurer's role

The role of a treasurer is a very important one. Thousands of pounds flow through the Church's funds, (an average of over £100,000 per year). The PCC (Parochial Church Council) is also an independent charity and as such will need to conform to Charity Commission guidance.

Although the treasurer does not need to be an accountant, it is important that a potential treasurer has both the honesty and enthusiasm to want to do the job.

We are two smaller churches and a hall. You will need to understand finance, tax and charities as well as understanding accountancy practice. Some training is available to new treasurers, and you will receive a good handover from the previous treasurer will cover much of what new treasurers will need to know.

Some of the following attitudes, skills and characteristics would be helpful: Financial competence, honesty and integrity, confidentiality, a team player, good communication skills, technical ability in using Excel or another record keeping programme.

Key Skills

- Financial competence, with the ability to maintain a relatively complex accounts book / Microsoft Excel. For example, collections for multiple purposes (restricted funds)
- Understand tax regimes and their regulations such as Gift Aid and PAYE
- Be familiar with online banking systems and QR codes.
- Meet the wider requirements of the Charity Commission and Safeguarding practice: i.e. that you are not disqualified by bankruptcy or by convictions for financial wrong doing and that you undertake safeguarding basic training.

Communication skills and requirements

- Experience of managing accounting functions and relating well to people is essential.
- Be able to explain financial issues clearly, both to the PCC (Parochial Church Council) and to the general church membership.
- Understand the parish, its needs and challenges and have a basic understanding of how the parish fits into its wider Deanery, Diocesan and National church contexts.
- Willingness to attend PCC meetings, (5 a year) and Annual Parochial Church Meeting (once a year) to deal with financial matters, to be aware of the PCC's plans and to communicate with the church members the finances of the parish. Attend other meetings as required.
- Support and challenge if necessary, the parish priest, the churchwardens and other members of the PCC with insights from a financial perspective. For example, Is there a cheaper solution to the request?
- Be able to maintain confidentiality, particularly with respect to matters that relate to individual church members; e.g. their personal giving.
- Communicate and delegate well between Parish administrator, planned giving secretary and the treasurer is extremely important for financial information sharing.

- Use email as a form of communication with other post holders and access websites for information gathering and filing.

The role carries significant responsibility, the PCC feels that it is appropriate to have someone with experience as stated above.

Key Tasks for the Treasurer

Key tasks for Harnham Parish Treasurer :-

Work with the PCC

- Carry out the financial decisions made by the PCC. The responsibility for both raising and spending money to meet the PCC's responsibilities lies with the PCC. The Treasurer implements their decisions.
- Work with the PCC to meet all its financial obligations, especially Parish Share, clergy and administration expenses, insuring the church and hall buildings against fire, theft and public liability.

Regular tasks

- Maintain, and set-up if needed, a book-keeping system.
- Prepare a regular financial report for the PCC and other committees as necessary
- Record all financial transactions carried out on behalf of the PCC and ensure they are properly authorised.
- Anticipate cash flow in and out of the current account.
- Monitor the PCC's finances and any special projects throughout the year, and alert the PCC if any difficulties are likely.
- Communicate well with the Parish Giving coordinator regarding planned giving and gift aid claims.
- Communicate well with the Parish administrator regarding memorial fees, pastoral service fees, and hiring payments for the parish hall.
- Be a signatory the bank mandate.

Annual tasks

- Draft an annual budget to assist the PCC to plan how it will fulfil its objectives for the coming year.
- Prepare the formal annual accounts in Charity Commission format (SORP).
- Prepare the annual financial statements for approval by the PCC and submission to the Annual Parochial Church Meeting, ensuring that they comply with current Charity Commission requirements. Send a copy to the Diocese, and the Charity Commission, and complete the national financial information return.
- Complete a Corporation Tax return and attend to other HMRC queries and returns.
- Assist the Churchwardens in managing the trustee filing with the charity commission.
- Renew annual working documents such as Insurance, CCLI licenses, public liability, technical equipment rentals etc.