

# Centre Friends Meeting

## Treasurer Job Description

3/12/2022

### Receipts

- A 1 . Maintain confidentiality of all contributions.
- A 2 . Collect checks and cash each Sunday at close of worship service.
- A 3 . Count cash with designated Usher, record on appropriate form, both sign form, file 1 copy in drawer in entrance foyer, and keep other copy for Treasurer's records.
- A 4 . Enter each contribution in software to maintain tax record of each individual contributor.
- A 5 . Enter each contribution/receipt/etc. in software so appropriate budget/treasurer report line item is credited with amount.
- A 6 . Advise appropriate person of Special Offerings/Gifts so acknowledgement can be sent to donor.
- A 7 . Deposit checks and cash in bank as early as possible each week.
- A 8 . Inform Assistant Treasurer/Ushers Co-Chair of planned absence so checks and cash can be collected, cash counted and recorded, and both placed in Treasurer's mailbox.

### Disbursements

- B 1 . Pick up mail at Randleman Post Office, distribute to appropriate people.
- B 2 . Receive and file all bills, review for correctness and authenticity. Discuss questionable bills with appropriate people.
- B 3 . Receive and file receipts from individual credit card users and reconcile credit card bill each month.
- B 4 . Pay bills on a timely basis or as approved by Monthly Meeting.
- B 5 . Enter each payment/check written in software so appropriate budget/treasurer report line item is charged with amount.
- B 6 . Prepare Meeting employee pay checks and distribute on the 2nd Sunday of each month.
- B 7 . Enter payroll data in software to maintain individual tax records and prepare and distribute appropriate forms for prior year by January 31st of new year.
- B 8 . Reconcile Bank Statement Monthly.
- B 9 . Provide access to all financial records to Auditor for annual audit.

### Reports

- C 1 . Submit weekly offering report to Church Office, Finance and Investments Chairperson, and Assistant Treasurer.
- C 2 . Prepare Monthly Treasurer's Report and present at Monthly Meeting (normally scheduled on the 3rd Sunday in each month).
- C 3 . Email Monthly Treasurer's Report to Meeting Clerk, Meeting Secretary, and Finance and Investment Committee Members prior to Monthly Meeting each month.
- C 4 . Prepare quarterly report containing this quarter and YTD comparison of actual expenditures vs budgeted expenditures by budget line item.
- C 5 . Provide copies of Charles Schwab Investment Funds reports to Monthly Meeting, Finance and Investments Committee Chairperson, and Assistant Treasurer as received.
- C 6 . Provide monthly statements to Friendly Workers Circle and Quaker Men.

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- C 7 . Prepare NC Sales and Use tax refund report every six months (after June and December) and submit for a tax refund.
- C 8 . Prepare and distribute statements of yearly contributions during January of following year.
- C 9 . Prepare and distribute year end tax forms.
- C 10 . Provide Yearly Meeting annual report.

### Investments

- D 1 . Co-signer on all Charles Schwab accounts.
- D 2 .  
Contact Charles Scwab with any changes approved by Finance and Investments Committee.
- D 3 . Deposit special funds receipts to appropriate account.
- D 4 . Write check monthly out of Senior Pastoral Fund for Pastoral support.
- D 5 . Write check monthly out of Grace Fund for Youth Leader support.
- D 6 . Write check monthly out of Cemetary Fund for Cemetary and Grounds support.
- D 7 . Note: Charlie Routh manages the Phal Hodgkin Fund and distributes 1/2 of the earnings to the Pastor bi-annually.

### Other

- E 1 . Maintain accounting software by installing updates as available.
- E 2 . Back up Quickbook files eace time program is closed.
- E 3 . Serve as Ex-officio member of Finance and Investments Committee.
- E 4 . Provide reports, checks, and info as requested.
- E 5 . Other duties as assigned.