

Methodist Church of New Zealand

Te Haahi Weteriana o Aotearoa

ROLE	Parish Treasurer
MINISTRY	The Parish Treasurer supports the ongoing ministry of the Parish, the lay and ordained Presbyters by ensuring that the financial affairs of the Parish are correctly recorded as required by the Methodist Church of New Zealand's Laws and Regulations.
PRIMARY OBJECTIVE	The Treasurer shall oversee the receipt of all moneys due to the Parish and pay them without deduction to the credit of the Parish's bank account and shall pay all approved invoices. The Treasurer shall produce and present financial statements of the Parish's bank balance at every meeting of the Parish Meeting by which all accounts must be passed for payment and at the close of the financial year shall produce and present for the annual general meeting, and to any member on the electoral role of the Parish a set of financial statements that meet the requirements of the Methodist Church Audit Policy.
RESPONSIBLE TO	<p>The Parish Treasurer is responsible to the Parish Council, which remains responsible for the financial decisions of the Parish.</p> <p>The Parish Treasurer is expected to work closely with a number of other people, including the other Parish Officers, including the Parish Stewards and the Secretary. In addition, the Treasurer will work closely with the Parish Presbyter and members of the Synod, other local Parishes and the Connexional Office to achieve the objectives of the Parish.</p>
DESCRIPTION	<p>The Parish Treasurer is an officer of the Parish, an official position serving the Church by providing financial leadership at a strategic level within the Parish. He/she is appointed by the Parish in accordance with the Laws and Regulations of the Church.</p> <p>The Parish Treasurer is a member of the Parish Council, chairs the Finance and Property Committee and will be an ex-officio member of any committee within the Parish with a high impact on Parish finance.</p> <p>The Parish Treasurer must act as the first and primary tier of financial checks and balances; and is responsible for the proper disbursement of Parish funds – both restricted and unrestricted within policies established by the Parish and the Church. Specific duties of the Parish Treasurer include but are not limited to those that appear under Detailed Role and Responsibilities.</p>
SUPPORT	<p>The Parish Treasurer will have a formal review with the Synod Treasurer (or a person nominated by him/her) in October of each year of their service.</p> <p>The Accountants and Financial Services Manager of the Connexional Office are available for other discussion at any reasonable time.</p> <p>The Parish Treasurer is encouraged to avail themselves of training and support offered by the Church.</p>

Position Description, Parish Treasurer

<p>LENGTH OF SERVICE</p>	<p>The Parish Treasurer is appointed from the elected members of the Parish as required by the Laws and Regulations of the Methodist Church (see Section 3 of the Law Book). Members of the Parish can serve for any period they wish to. There is no minimum or maximum term of service set down within the Law Book.</p> <p>In the event of a nomination of a person who is not on the Roll of Members but wishes to offer his/her services to the Parish, approval for a dispensation from the Laws can be discussed with the General Secretary of the Church.</p>
<p>TIME REQUIRED</p>	<p>The previous role holder estimated that this requires?? hours per week.</p> <p>This time is dependent upon a number of factors, such as whether the Parish has any employees who undertake administration work, whether Xero or some other computerised accounting system is used, and the frequency of reporting to the Parish and what other work is delegated to others to do.</p>
<p>DETAILED ROLE AND RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • To receive and record income, control banking, and pay and record all items of Parish expenditure. • Ensure all invoices received are approved for payment and then paid within timeframes required. • To keep clear, accurate and adequate records with supporting documentation. • Produce and present monthly financial statements of the Parish’s financial affairs, which include bank balances at every meeting of the Parish Meeting. • To prepare the Parish annual accounts for each financial year, pass them to the independent accountant (if required by Law or the Audit Policy of the Church), and then present the Annual Accounts to the Parish. • Prepare in consultation with other members of the Parish Meeting and the Presbyter a detailed budget for the Parish for the new financial year and have this approved at least one month prior to the start of the financial year. • To advise the Parish as necessary on the present and anticipated state of all parish finances, and support the Parish in its efforts to provide appropriate and clear information on Parish finances to church members. • To complete annual returns requested by the Connexional Office in respect of the Annual Statistic Returns submit them within the timescale requested. • To complete the Annual Returns in respect of the Charities Services and to submit them within the timescale required by Charities Services. • To provide general financial information to the Parish, Synod and the Connexional Office as required. • To chair the Finance Committee. • To support the Offerings Secretary in their work. • To organise the counting, recording and banking of collections and other income, such as fetes, sales and one-off donations. • Prepare and submit monthly Goods and Service Tax returns using the Church’s internal GST systems within requested timeframes. <p>Recordkeeping</p> <p>The Methodist Church has a set of Financial Controls and procedures that you are expected to work within. You will need to maintain:</p> <ul style="list-style-type: none"> • Cashbooks, (computer records must be backed up onto memory stick or similar at least monthly and ideally continuously – using a ‘cloud’ server, external memory stick, etc.) • Records of collections at services, including via offering envelopes.

	<ul style="list-style-type: none"> • Files of invoices/expenses relating to the current year with easy references back to transactions recorded in the accounting system. • Bank statements, investment records, carrying out reconciliations between Parish records and bank records for each statement at least 3 monthly. • Files of budget papers and sets of annual accounts and working papers. • Files for general correspondence. • Prior year records (paying in books, cheque stubs, invoices paid, accounts working papers) will be stored in the church office. • All accounting records are required to be stored for a minimum of 7 years. <p>Other Areas of work</p> <ul style="list-style-type: none"> • To record gift aid contributions and to submit claims to HMRC at intervals not less than 3 monthly (in collaboration with Gift Aid Secretary) • To review staff employment agreements (in collaboration with Incumbent) • To prepare payroll information, if required for Connexional payroll (in collaboration with the Parish Administrator and/or the Connexional Office). • To be the first point of contact with the bank/Synod/Connexional Office finance team. • To regularly review the Parish financial controls and procedures and risk register. • To carry out any other duties of a financial nature as assigned by the Parish.
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<p>DETAILED ROLE AND RESPONSIBILITIES</p>	<p>Summary of Activities:</p> <p>Weekly:</p> <ul style="list-style-type: none"> • Check collections and one-off donations and bank as required. • Prepare invoices ready for approval, coding and payment. • Raise cheques, automatic payments and direct debits to ensure payments are made on time (note that two signatures are required for ALL payments made). • File all documents • Pay in cheques received directly by the Parish. • Prepare any wage or salary information for weekly/fortnightly or monthly processing through the Connexional Office. <p>Monthly:</p> <ul style="list-style-type: none"> • Prepare GST returns and input information into the Methodist Church GST system. • Reconcile bank accounts. • Post any accruals and journals to ensure that monthly financial statements are correctly stated. • Print hard copy of all cash books and deposit accounts and file. • Prepare financial statements for the Parish meeting using standard form of management accounts high lighting significant funds/projects and any trends the Parish needs to be aware of. • With the Offerings Secretary, maintain and reconcile the list of pledged giving with bank deposits. • Reconcile fund movements and other balance sheet items to make sure they correct.
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Position Description, Parish Treasurer

	<p>Quarterly:</p> <p>Anything for this?</p> <p>Annually :</p> <ul style="list-style-type: none">• Prepare the Parish annual budget (January/February)• Prepare and review new service fee list and fees for weddings and funerals, rentals, hire fees and any other services for which charges are made (January/February)• Prepare annual financial accounts and schedules (July/August).• If required by Law or the Church Audit Policy, submit the financial accounts and schedules for either and audit or review by a qualified auditor (July/August).• Meet with Parish Council to discuss Annual financial accounts (August/September).• Attend the annual general meeting of the Parish and table the annual financial accounts of the Parish (before the end of October in each year)• Prepare and return Statistic Returns of the Parish to the Connexional Office (by the end of the first week in August)• Prepare Annual Return (Form 4) for Charities Services (before 31 December)
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Prepared by: (Incumbent) _____ Date: _____

Reviewed by: (Parish Steward) _____ Date: _____

Reviewed by: (Parish Treasurer) _____ Date: _____