


**The Role
of the
PCC Treasurer**

Mary Makin - 19 November 2016



The Church Representation Rules 2011 (Rule 13)

.... The council may appoint one of their membership to act as the treasurer either on their own or in conjunction with another. However, a person may be co-opted to the PCC to fulfil the role as Treasurer, as long as their co-option is in accordance with Rule 14

....if the PCC fails to appoint a Treasurer, the responsibilities of the role falls to the churchwarden(s)

Who should be the treasurer?

Volunteer

- Known to the PCC
- Trustworthy
- Competent
- Available and willing!

The duties of the PCC Treasurer

- Ensure income received is recorded and banked
- Pay and record all items of expenditure
- Keep proper books and records that are capable of providing an adequate audit trail
- Monitor all items of income and expenditure
- Apply appropriate financial controls

More duties of the PCC Treasurer

- Prepare the annual accounts at the year end
- Submit the accounts for examination
- Present the accounts to the PCC
- Present the accounts at the annual meeting
- Submit the finance return

Yet more duties of the PCC Treasurer

- Assist the PCC in setting its annual budget
- Advise the PCC at regular intervals as to the financial position set against the budget
- Report to the PCC the position on any restricted and designated funds that sit outside the main budget process.

And

- Establish a reserves policy for the PCC
- Advise on the management of investments
- Ensure the PCC is registered with the Charity Commission if income is > £100,000
- Maximise income from Gift Aid
- Support the mission of the church

Finance and the PCC

If you have not been trustworthy
in handling worldly wealth,
who will trust you with true riches?

Luke 16:11 (NIV)

Questions ?
