

# DIOCESE OF CHARLOTTETOWN

## TREASURER OF PARISH ORGANIZATIONS

### Overview

The position of Treasurer is a function of any organization that is responsible for the finances of its members and the financial control needed to meet the day to day operations of the organization.

### Activities/Responsibilities

- Maintain financial records of the organization: account book, receipt book, cheque book and a deposit book.
  - Keep books updated, list and itemize each transaction and balance monthly.
  - Retain cancelled cheques, receipts and disbursements on file for 5 years.
- Receive all revenue e.g membership monies, fund-raising monies, donations.
  - Where applicable, ensure per capita fees are remitted annually.
  - Collect and remit to the appropriate offices all donations made by the members.
  - Ensure members approve all fundraising activities.
- Pay all accounts as authorized by cheques with two signatures.
  - Always ensure there is a receipt to cover petty cash money used.
- Annual Budget
  - Where applicable, draft a budget at the beginning of each fiscal year for approval at a meeting.
  - Monitor revenue and expenditures in comparison to the budget and report to meetings.
- Have financial records audited or examined annually by the members.

### Skills, Experience and Personal Qualities

- Is a fully initiated adult member of the Catholic Church in good standing.
- Is familiar with the objectives as outlined in the organization.
- Requires a reasonable knowledge of bookkeeping and banking procedures.
- Is honest and trustworthy, confidential and willing to work as a team.

### Screening Recommendations

This is a **High Risk** position, needing completion of a Volunteer Information Form, an interview and personal reference checks, and a Vulnerable Sector Criminal Record Check.

**This ministry position description generally reflects the Ministry of Treasurer of Parish Organizations currently practiced at \_\_\_\_\_ Parish.**

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

*Adaptation by the Diocese of Charlottetown May, 2010*