

# Treasurers' Task Breakdown

The following is based on a real parish, but not everything here will apply to you. In some cases, you may need to oversee a task, but not do it yourself.

## Weekly Tasks

- Making sure cash is counted and recorded accurately each week. There is a rota of people who count (in pairs); the Treasurer need to provide the record sheets.
- Banking cash weekly. Do not forget that some banks will allow you to use a Post Office for banking.
- Emptying wall safe.
- Maintaining (in strict confidentiality) [Gift Aid](#) records and Planned Giving/Gift Aid envelope records.
- Maintaining [Gift Aid Small Donations Scheme](#) (GASDS) records.

## Regular Responsibilities

- Keep [accurate records](#) of all money paid to the PCC:-
  - What amount
  - Who from
  - Reason for it
  - Which [fund](#) is it for - General funds, a Designated fund, or a Restricted fund?
- Arrange payments from PCC funds and keep accurate records:-
  - What amount
  - Who to
  - Reason for it
  - Which Fund it comes out of
  - Checked against an invoice, receipt or expenses claim. (This includes regular payments such as Parish Share, electricity, insurance, heating oil, etc)
- Make best use of PCC money, by transferring funds in CCLA CBF Funds or other deposit accounts for improved rates of interest.
- Report to each PCC meeting on the state of PCC finances. Also the Standing Committee, of which the Treasurer is a member. Remember not just to tell them what is in the bank, but how the cash flow looks and whether you are under or over budget.
- Making claims from HM Revenue & Customs for Gift Aid and GASDS (can be done annually or more often).
- Making claims for VAT repayment from the Listed Places of Worship scheme (when eligible building works have been done).

## Yearly Tasks

### January

- Prepare the annual accounts for the year (January - December) in the [correct format](#). Give them to your [Independent Examiner](#) as early in the year as possible for him or her to review them.

## February/March

- Prepare your annual Treasurer's Report. Meeting (March/April) as part of the [PCC Report](#) and Accounts. The whole report must be adopted by the PCC and then presented to the Annual Parochial Church Meeting.
- Fill in the Annual Return of Parish Finance which is sent to you in January. This should be a relatively simple task once you have made up the annual accounts.

## March/April

- Present the approved accounts to the Annual Meeting - and be ready to answer questions!

## October

- Prepare a budget for next year for the PCC to adopt before the end of this year.

## Occasional Tasks

- Liaise with the Deanery Treasurer about Deanery financial matters.
- Keep an eye on income and expenditure and encourage Christian generosity in the congregation at all times. Be ready to advise the PCC when things look bad.

## Keeping the Records

- It can be done by use of an Excel worksheet or a software program.
- A recommended and free Excel file - Diocesan Cashbook v5.2 - and supporting manual are available on the [Diocesan website](#). This Cashbook has been developed as a simple way of recording receipts and payments, and tracking Gift Aid donations for the average PCC. It uses the information entered to produce a generic Receipts and Payments Account and Finance Return.
- The specialist (commercial) church accounts program Finance Co-ordinator has the great advantage that it keeps track of all your funds, and will prepare all the reports you need (for annual accounts, diocesan returns) at the touch of a button. Available at [www.datadevelopments.co.uk](http://www.datadevelopments.co.uk) at a cost of c. £169.
- It is quite possible to keep the PCC records manually using a ledger, but it can be laborious.