

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.3.5

TREASURER

9/16/2014

The Treasurer shall manage the day-to-day financial affairs of the Chapel and cause a proper accounting thereof to be made.

- Render timely reports to the Board of Trustees setting forth in reasonable detail all such financial results and statements of condition of the Chapel as may be appropriate.
- Oversee volunteers or staff assisting with financial activities such as book-keeping, writing checks, counting/documenting offerings, etc.
- In conjunction with the Finance Committee:
 - Ensure that appropriate financial policies and procedures are in place and that internal controls are adequate.
 - At least quarterly, meet to review actual income and expenses against the budget to ensure that all financial needs of the Chapel are being met.
 - Support the Audit Committee as needed when conducting quarterly audits.
 - Arrange to obtain budget requests for the next year from all committees and prepare a proposed operating budget for presentation to the Board of Trustees.
 - In January of each year, review the Major Maintenance/Replacement Fund with the Chair of the Property Committee and report to the Trustees the status of the fund and funding recommendation.

Assistant Treasurer

The Assistant Treasurer for the White Bluff Chapel will fill-in for the Treasurer in cases of absence or inability to perform required duties.

In order to be familiar with the Treasurer duties, the Assistant Treasurer should periodically assist the Treasurer as follows:

- Assist with the preparation of the monthly financial statements once every six months.
- Assist with the supervision of counters as they count and record weekly contributions on Sundays after worship service twice every six months.
- Assist with the preparation and approval of check requests for the payment of expenditures twice every six month.

The Chapel's financial records are maintained on Quick Books and monthly financial statements are prepared using Excel. Familiarity with these applications (or Quicken) would be helpful, but not required as training will be provided.