

TREASURER

He/she shall receive all deposits of moneys of the congregation from the Financial Secretary, keep a correct and true account of all transactions, have the custody of all funds, and pay all bills and indebtedness of the congregation when properly authorized. Such funds shall be subject to withdrawal for congregational and authorized purposes by check, signed by the Treasurer, or in his absence, by the President or Pastor. He shall render a report of all receipts and disbursements in all regular meetings of the Voting -Members and of the Board of Trustees and a detailed report covering the fiscal year at the annual meeting. The Treasurer shall furnish the congregation a surety bond (for the Officers of the Congregation), such bond shall be procured, and the premium paid by the congregation. (The books of the Recording Secretary and the Treasurer shall remain the property of the congregation. The books of the Financial Secretary and of the Treasurer shall be audited at least once a year by an auditor, or auditors, appointed by the Board of Trustees.

The duties of the Treasurer shall include:

1. Oversee all congregational funds.
2. Responsible for keeping correct accounts of all financial transactions.
3. Prepare a monthly report to the board.
4. Work with the finance committee to prepare the yearly budget.
5. Oversee and plan investments of congregational funds.
6. Create, sign, and distribute checks to pay congregational expenses.
7. Chair the Finance and Endowment Committees.