



Treasurer and Financial Secretary

Treasurer Responsibilities

1. Both the Treasurer and the Financial Secretary must be men highly trusted by the church because they handle the Lord's money
2. The Treasurer evaluates the legitimacy of all bills and pays them on time
3. The Treasurer provides for the church a quarterly report three times a year and an annual report in January
4. The Treasurer must work closely with the Financial Secretary so that the books balance and that the bank statements agree with the church records
5. The Treasurer must pay the bills no less than twice a month
6. The Treasurer must communicate with the pastors regarding the spending of the church

Questions:

Call Steve Rogers: 538-1196

Financial Secretary Responsibilities

1. Both the Treasurer and the Financial Secretary must be men highly trusted by the church because they handle the Lord's money
2. The Financial Secretary counts the offerings and deposits them at the bank
3. The Financial Secretary reports the offering and attendance count of Sunday School and to the appropriate people such as Treasurer and pastors
4. The Financial Secretary keeps the record of giving confidential and provides a sealed envelope of the annual giving to each giver for their records and tax purposes
5. The Financial Secretary chooses an approved helper to aid him in counting the giving and taking his place in his absence (money counting is always done by more than one person to ensure accountability)
6. The Treasurer must work closely with the Financial Secretary so that the books balance and that the bank statements agree with the church records
7. The Financial Secretary provides for the church a quarterly report three times a year and an annual report in January

Questions:

Call Jim Collins: 537-5288