

Itchingfield PCC - Roles and Responsibilities

PCC Treasurer

Key Tasks

- Carry out the financial decisions made by the PCC
- Draft an annual budget to assist the PCC fulfil its objectives for the coming year
- Record all financial transactions and ensure they are properly authorised
- Monitor the PCC's finances and alert the PCC if any difficulties are likely
- Work with the PCC to meet all its financial obligations
- Maintain, and set-up if needed, a book-keeping system
- Prepare the annual financial statements for approval by the PCC and the Independent Examiner for presentation at the APCM and send a copy to the Diocese
- Act as the contact point for the Diocese on financial matters

Regular Duties

- Check the Sunday collections and pay into bank accordingly
- Empty the Church Box
- Pay bills
- Pay the organist and other expenses
- Record monies received using Standing Orders and Gift Aid envelopes
- Ensure sufficient supplies of gift aid envelopes, coin bags and collection slips in church
- Enter receipts and payments into the records
- Monitor the bank account(s) and reconcile at the end of each month
- Transfer money to and from reserves in accordance with PCC policy and to ensure the current account is not overdrawn
- Submit an annual gift aid claim to HMRC
- Check level of oil in tank and order supplies as required