



# The Episcopal Diocese of Western North Carolina

500B CentrePark Drive, Asheville, NC 28805 | (828)225-6656 | [www.diocesewnc.org](http://www.diocesewnc.org)

## Generic Treasurer Checklist

### **General**

Have a love of God and demonstrate a commitment to following the way of Christ

Be knowledgeable or obtain knowledge about church finance, standards and accountability.

Oversee and account for assets and liabilities, according to the decisions of the Vestry, Congregation, Diocese and National Church, in a reasonable, ethical and legal manner to comply with all North Carolina Dept. of Revenue and Internal Revenue Service requirements.

### **Weekly/Semi-Monthly**

Supervise collection, counting and deposits of contributions; ensuring that at least two persons are present during collection and counting and are separate from the person making the deposits and both counters sign-off and verify cash counts.

Supervise timely payment of ordinary operating expenses, including payroll. Irregular or non-operating expenditures obtain permission or approval of the appropriate authority for non-budgeted items and ensure proper signatures on checks.

Assist priest, vestry, congregation and vendors with various questions, planning of events and general office administration, contractual issues and miscellaneous inquiries.

### **Monthly**

Attend Vestry meetings

Ensure payment of Diocese Pledge or Monthly Apportionment

Review monthly P&L reports and vestry financial and narrative reports prior to distribution.

Ensure that proper files are maintained for payroll (W9s, W4s, I9s) review payroll, maintain proper substantiation for all records of income, expenses, disbursements, assets and liabilities, especially documents related to loans, mortgages, investments and payroll taxes.

Review monthly financials for bulletin on offertories and expenses.

Reconcile Bank/Check registers to bank statements and investment accounts, checking account float for general fund and supplement if necessary to transfer to cash reserves account

Review discretionary fund expenditures.

## **Quarterly**

Ensure that a statement of giving to contributors is mailed to parishioners of the church

Review 1096 Payroll statements for accuracy Review NC Dept. of Revenue sales and use tax submittals and refund information

Ensure Rector Pensions are paid

Ensure Property Insurance paid

## **Annually**

Attend or ensure attendance of the Warden and Treasurer Workshop conducted by the diocese

Ensure Safeguarding Workshop is attended by all those working with the youth of the parish and maintain list of certification of those that have been trained and maintain file

Ensure Workman's compensation insurance is paid and review all employees, contractors, etc.

Complete and provide Church Insurance with an annual workman's compensation audit in October of each year

Review general ledger account for accuracy and to ensure any year-end accruals occur and voided checks are to be accounted for and checks that have not cleared the bank and reconcile

Review payroll for year end W2s and 1099s and ensure that requirements are met for payroll taxes and/or amended items and ensure proper reporting for rector payroll requirements

Attend and assist Finance Committee with the financial planning forecasts and preparation of the annual budget

Provide a detailed financial report, Fund Balances, Balance Sheet and new budget for the Annual Meeting

Ensure annual giving statements are mailed out to parishioners by Jan. 31st and assist with any questions relating to statements/corrections, etc.

Prepare financial sections of the annual parochial report Due by March 1 online

Report to the Church Pension Fund any changes in clergy compensation, the arrival or departure of clergy - Forms available thru Pension Fund website (National Church)

Ensure annual audit is completed and submitted to the Diocese by September 1