

The Parish Treasurer at St Paul's

The role of a Treasurer is a very important one at St Paul's, involving not only the handling and accounting of money coming in and out of the church but also to ensure conformity with Charity Commission guidance. Our Treasurer, Lyn Austen, has held this position since 2011 and feels it timely for several reasons to hand over to someone else.

Firstly it should be said that the Treasurer does not need to be an accountant,; however some of the following skills and characteristics would be helpful:

- An understanding of basic financial management
- A willingness to attend and contribute to PCC meetings
- An understanding of the parish, its needs and challenges
- An ability to explain financial issues clearly, both within the PCC and the general church membership
- To maintain confidentiality with respect to matters that relate to individual church members

Specific tasks include:

- Drafting an annual budget to assist the PCC in fulfilling its objectives
- Recording of all financial transactions carried out on behalf of the PCC
- Monitoring of cash flow through the year and reporting to PCC
- Preparing the annual financial statements, liaising with the appointed Examiner and presenting the report to the parish at the Annual Church Meeting

The actual accounting work is made very much easier through the software program in use, one which has been designed specifically for churches and charities. Additionally Lyn is helped by a small team who assist in counting, recording and banking of cash, and making regular claims for Gift Aid.

Lyn emphasises that he will give full support to the incoming Treasurer for as long as necessary; indeed everything that needs to be done is set out in a comprehensive manual which he has put together.