

TREASURER

Guidelines and Responsibilities for the Role of Treasurer

The Treasurer is appointed by the parish council who sets the philosophy and principles by which the Treasurer is held accountable to the Parish and from whom the Treasurer takes direction; and they are appointed with the authority and approval of the wardens. They are usually a lay parishioner who may or may not be a member of parish council. The Treasurer does not have automatic membership of parish council.

The Treasurer is accountable to the wardens who are responsible for opening and maintaining such bank accounts as are needed by the parish. The name of these accounts is included in The Parochial Statute 2017-2018. These accounts are only operated and used by people who are appointed by the wardens. This does not include clergy.

All monies received in the parish must be paid into a bank account within 7 days of receipt.

There can only be parish accounts which are run and audited annually in line with the Diocesan requirements; and the Treasurer is responsible for ensuring no sub-committee or separate group or entity within the parish has separate financial arrangements to those ordered by the wardens and approved by the parish council and where appropriate, by the Diocese. All the financial transactions are accountable to the parish council and only the parish council can authorise expenditure with approval from the wardens.

Treasurers and parish councillors are not able to borrow money, apply for grants, sell or buy for any purpose without the approval of the Diocesan Trustees who are the legal entity and responsible for the Diocese of Bunbury.

Annual accounts are to run for the calendar year and a duly audited statement is to be provided to the parish council prior to being presented at the AMP and a copy given to the Diocesan Secretary.

The priest's Ministry Expense Account is run through the parish accounts with the same principles which apply to all parish accounts.

The priest's stipend, allowances and living arrangements and all parish employees' salaries are paid through the Diocesan payroll and must be paid in line with the current legislation.

The priest cannot be the sole signatory to the financial accounts and shares responsibility for the finances of the parish through the parish council. This is the responsibility of the parish council and the churchwardens.

The wardens are responsible for the bank accounts and operate the finances of the parish council. The parish council is responsible for ensuring how and what the money is spent on appropriately.

There are a number of financial policies and practices set by the Diocesan Trustees. If at any time assistance is needed, please contact the Diocesan Office on 08 9721 2100.