



ST. PETER'S CHURCH - FOUNDED 1768
THE REVEREND DAVID MICHAUD

St. Peter's Church

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TREASURER RESPONSIBILITIES

Weekly

Weekly disbursements are reviewed and approved by Treasurer and Rector (Wardens) and paid by the bookkeeper. Checks pre-printed with Treasurer's signature.

(Optional) Treasurer picks up checks from bookkeeper and delivers them to Parish Secretary who files paperwork and mails checks.

Monthly

Produces monthly Treasurer's Report for Finance Committee meeting and Vestry Meeting

Attends Finance Committee meeting (currently a zoom meeting 745am second Tuesday of the month – except if that is the 8,9, 10 when meeting is the third Tuesday of the month).

Attends Vestry meeting (currently a zoom meeting the third Wednesday of the month at 7pm)

(Optional) Attends Executive Committee meetings (currently a zoom meeting the Monday before a Vestry meeting)

Annual

Prepares draft operational budget to present to Finance Committee and Vestry in November; present final budget approved by Vestry in December at Annual Parish Meeting after Easter.

Participates with CPA in annual Audit – Summer/Fall

Compiles information for the Financial Page of the Parochial Report in January

Additional Activities

Oversees the work of the Financial Secretary in entering income and donations

Oversees the work of the bookkeeper, and work with the bookkeeper to deal with accounting adjustments and errors

Parish's liaison with bank (currently First Shore Federal) and investment manager (to be Easton Episcopal Funds).

Salisbury Parish Bylaws

TREASURER

ARTICLE V., SECTION 4. The Treasurer or a designee appointed by the Vestry shall receive and disburse all Parish moneys from whatever source the same shall be derived or received. Such moneys shall be deposited by the Treasurer or the designee appointed by the Vestry in the name of the Vestry in such depositories as the Vestry may direct, subject to the withdrawal of the Treasurer, or such member of the Vestry, jointly or otherwise, as the Vestry may from time to time direct. All securities and other intangible property owned by the Parish as well as other valuable documents and instruments of writing shall be deposited by the Treasurer or the designee appointed by the Vestry in the name of the Vestry in such safe deposit box as the Vestry may direct, subject to withdrawal by the Treasurer, or such member of the Vestry, jointly or otherwise, as the Vestry may from time to time prescribe. No money shall be expended for any purpose unless authorized by the Vestry; ordinary recurring expenditures may be authorized by a general order through the establishment of an annual budget; but non-recurring expenditures shall be specifically authorized from time to time as they occur. The Treasurer shall render a report at each regular Vestry meeting of the receipts and disbursement of the Vestry funds. The Treasurer's accounts shall be reviewed in appropriate detail once yearly, at least thirty days before the annual parish meeting by persons selected by the Vestry, and the accounts shall be reviewed in appropriate form before his successor assumes the office. The Treasurer shall have and perform such other powers and duties as the Vestry may from time to time delegate to or require.

ARTICLE III., SECTION 2B. Voting. Each Vestry member, each Warden, the Treasurer and the Registrar shall have a voice and vote in the meetings of the Vestry.

SECTION 3. The Vestry shall at its organizational meeting each year proceed to elect a Registrar and a Treasurer who shall have voice and vote in the meetings of the Vestry. The term of each office shall be for one (1) year. Each officer may be re-elected. Such other officers and committees as are required from time to time shall be constituted.

ARTICLE VII: FINANCE COMMITTEE

SECTION 1. The duties of the Finance Committee shall be to monitor the financial operations and investments of the Parish and Parsons Cemetery; to prepare budget proposals of the Parish and review those of Parsons Cemetery; devise means for meeting the expenses of the Parish and to approve the use of funds for contemplated major expenditures of the Property Committee before submission to the Vestry for final action; and make recommendations to the Vestry on all such matters.

SECTION 2. It shall supervise the status of all the real and personal property and keep all papers relating thereto. It shall direct the investment of all trust funds, and for that purpose shall have power to dispose of any of the securities and purchase others in their place, with the approval of the Vestry. Two (2) members of and appointed by this committee shall be custodians of securities.

SECTION 3. All monies received by the committee shall be promptly paid over to the Treasurer.

SECTION 4. The Finance Committee shall review in appropriate detail the books of the Treasurer as provided in Article V, Section 4. An annual review of the Parish finances and Parson's Cemetery finances shall be made by the Finance Committee or by an agent selected by the Finance Committee from outside the Parish in accordance with the spirit of the "Manual of Business Methods in Church Affairs."

SECTION 5. The Treasurer and other members of the committee having securities of the Parish in their charge shall immediately report to the committee all arrearage of interest or defaults on investments.