

Role of the PCC Treasurer

The role of PCC Treasurer is usually carried out by a volunteer, although some parishes are beginning to employ someone to carry out the duties. Treasurers may be paid, but if so they cannot be a member of the PCC as charity trustees are not usually allowed to be paid. In this case the employed treasurer could be a non-voting attendee, or there could be a PCC member as “treasurer” with a paid bookkeeper who carries out the day to day treasurer duties.

The main responsibilities of the treasurer are to:

- Ensure received income is recorded and banked
- Monitor all items of income and expenditure
- Pay and record all items of expenditure
- Keep proper books and records ensuring the correct split between unrestricted and restricted funds
- Ensure that there are essential controls and procedures in place for the proper management of funds
- Prepare the annual accounts each year in line with The Charity Commission requirements
- Assist the PCC in setting an annual budget
- Advise the PCC of the financial position compared to the budget
- Provide general financial information to the PCC

Note that although the above are the responsibility of the treasurer, the overall finances are the responsibility of the whole PCC, not just the treasurer and it is for the PCC to make decisions determining income and expenditure.