

Holy Cross: Treasurer

Overview: The Treasurer maintains and monitors the financial aspects of managing the Finance within Holy Cross Church, Topsham

The role is managed by one person and key stakeholders include:

- Parish Priest
- Diocesan Bookkeeper
- Diocesan Gift Aid
- the Parish representative responsible for Gift Aid
- Counters of cash and the associated Co-ordinator.

The Treasurer is a member of the Finance Committee and Parish Support Group.

Scope: Holy Cross parish and associated finances

Key responsibilities:

- ❖ Chair financial committee meetings
- ❖ Collect offertory baskets at the end of mass and store the money in the sacristy safe
- ❖ Prepare end of year financial statement for review
- ❖ Distribute end of year financial statement within the parish
- ❖ Compiling all invoices, as appropriate
- ❖ Copied into all invoices which are sent to the Parish Priest for approval and payment
- ❖ Liaise with person responsible for counters
- ❖ Monitor Holy Cross church bank account
- ❖ Signatory on cheque account for Holy Cross
- ❖ Holds a debit card for the Parish and is responsible for all expenditure on it
- ❖ Liaise with Parish Priest and Diocesan Bookkeeper on financial matters

Tasks:

- ❖ Purchasing day to day items
- ❖ Paying expenses

Member of the Parish Support Group

- ❖ Reports on any relevant financial matters

Holy Cross: Counters

1. All donations (cash or cheques) received at the church must be fully documented by amount and category (e.g. plate collection & whether Gift Aid or not, coffee money, CAFOD envelopes, Lenten lunches, other charities, organ recital etc.) for audit purposes.
2. Counting is done monthly, typically in the first week of the month for the preceding month, always by two unrelated volunteers to minimize the risk of error or of any suggestion of malpractice. The cash is banked by one of the counters as soon as possible after being counted.
3. The two counters are equally responsible for the accuracy of the counting and recording. Currently there are two regular counters and two others who can step in as necessary.