

# SEC TREASURY

11<sup>th</sup> January 2026





# SEC TREASURER

Ann Swaby

[aswaby@secadventist.org.uk](mailto:aswaby@secadventist.org.uk)

# SEC TREASURY TEAM



Jeffery Otiopou  
Tithe/Offerings Administrator



Nana Bonnie  
Internal Auditor and  
Treasury Trainer



Devon Boyd  
Assistant Internal Auditor



Caron Bailey  
Treasury Accountant



Ligia Buzac  
Gift Aid Co-Ordinator



Ethan Lee



Sam Alfazema  
Payments Accountant



Lorraine Cudjoe  
Treasury PA

- ▶ Financial integrity is vital for the Seventh-day Adventist Church.
- ▶ This presentation explores the critical role of the treasury in maintaining this integrity and emphasizes the significance of timely submission of financial reports.
- ▶ Understanding these aspects is essential for the church's mission and sustainability.

# Introduction to Financial Integrity





- ▶ The treasury department serves as the financial backbone of the Seventh-day Adventist Church.
- ▶ It ensures that all funds are managed responsibly, promoting transparency and accountability.
- ▶ This role is crucial in fostering trust among church members and stakeholders

## **Role of Treasury in the Church**

- ▶ Maintaining integrity is essential for the church's reputation and operational success.
- ▶ It involves accurate reporting, ethical management of funds, and adherence to.
- ▶ Upholding these principles helps prevent fraud and mismanagement.

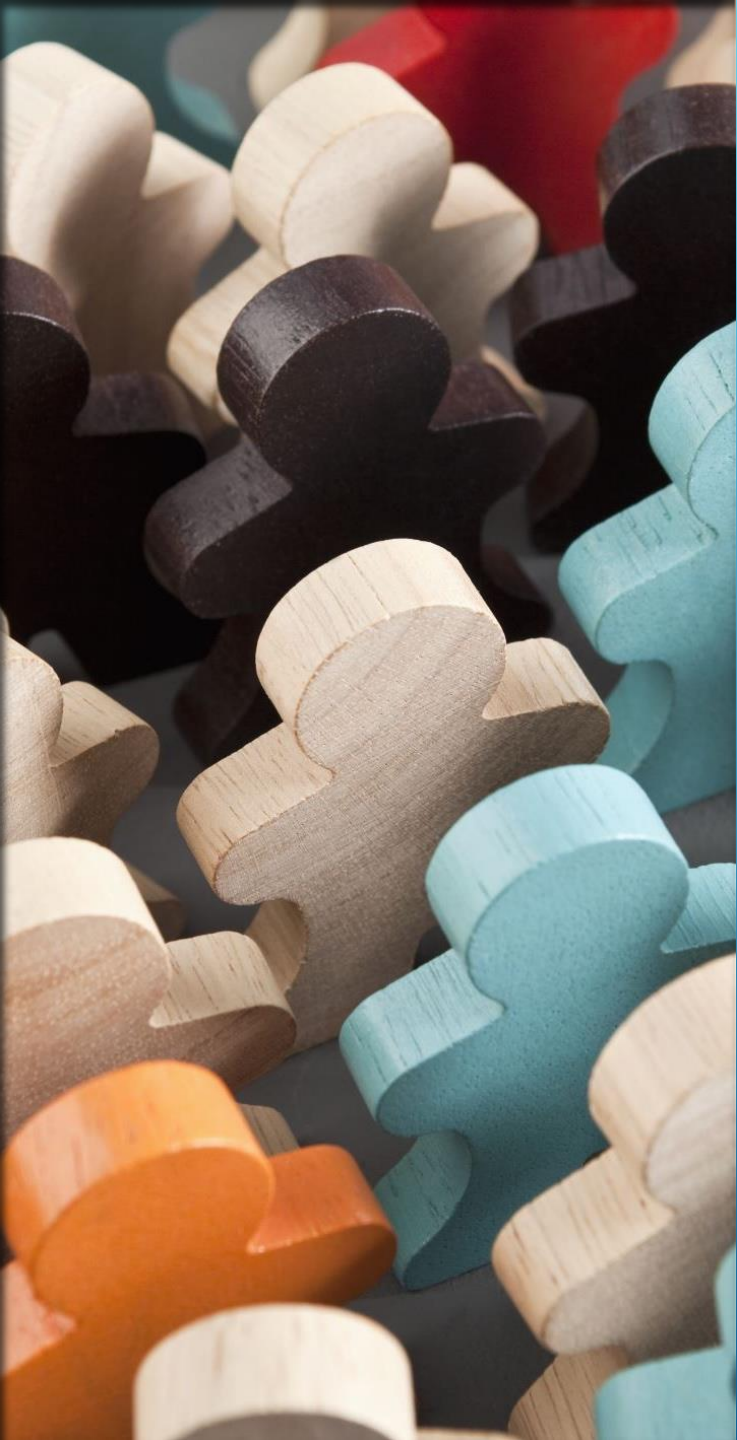
# Importance of Financial Integrity





- ▶ Timely submission of financial reports is crucial for effective decision-making.
- ▶ It allows church leaders to assess the financial health of the organization and make informed choices.
- ▶ Delays can lead to missed opportunities and financial discrepancies.

## Timely Submission of Reports



▶ The treasury faces several **challenges**, including fluctuating donations, compliance with regulations, and ensuring all transactions are accurately recorded. Addressing these challenges is vital for maintaining **financial stability** and integrity within the church.

## CHALLENGES IN FINANCIAL MANAGEMENT

## Best Practices for Treasury Operations




- ▶ Implementing best practices in treasury operations can enhance financial integrity.
- ▶ These include regular audits, training for staff, and use of technology for accurate reporting.
- ▶ Such measures ensure that the treasury functions effectively and transparently.

▶ As we are approaching the End of year reconciliation, we are requiring the following :

- ▶ Quarterly Deposit Sheet (Reconciliation sheet)
- ▶ All Reports that Relate to 2025
- ▶ All monies to Be deposited

# Best Practices for Treasury Operations

A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.

- 
- ▶ Custodians of Local Church Assets
  - ▶ Prepare Yearly Budget
  - ▶ Ensure insurance cover is in place for local church building and activities
  - ▶ Prepare Financial Reports for meetings e.g. board, members
  - ▶ Monthly submission of Tithe and Offerings report to SEC/Deposits
  - ▶ Prepare for Local Church Audits/Request Training where needed

## TREASURER'S MAIN DUTIES

- ▶ Benefit Members and Local Community
- ▶ Feeding Programmes
- ▶ Literature Evangelism
- ▶ Health Expo
- ▶ Evangelistic Campaigns

## USES OF EVANGELISM BUDGET



In conclusion, the treasury's role in ensuring financial integrity is indispensable.



Timely submission of reports is not just a responsibility but a commitment to the church's mission.



Let's work together to uphold these standards for a stronger community.

# Conclusion and Call to Action



Churches	Amount
Area 1	5,650.00
Area 2	13,350.00
Area 3	12,500.00
Area 4	11,000.00
Area 5	23,500.00
Area 6a	30,000.00
Area 6b	36,000.00
Area 6c	23,500.00
Area 6d	23,500.00
Area 7	21,450.00
Area 8	12,000.00
Total	215,000.00

# 2026 EVANGELISM BUDGET



Local Church  
Travel Expense

HMRC guideline -  
10000 miles per  
year paid @45p  
per mile and 25p  
thereafter

TRAVEL

# Church Evangelism Claim Form

Church: \_\_\_\_\_

Sort Code: \_\_\_\_\_

A/c No: \_\_\_\_\_

E-mail To: [accountspayable@secadventist.org.uk](mailto:accountspayable@secadventist.org.uk)

\_\_\_\_\_



South England Conference  
A Registered Charity

Date	Details/Description	Qty	Amount
Total			

Office use only	
Claim	
TOTAL	

Local Church Officer/Treasurer: \_\_\_\_\_

Signed By: \_\_\_\_\_

Please tick if you wish to be sent additional claim forms

# Lay Preacher's Travel Expenses Form

Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_

A/c No: \_\_\_\_\_

E-mail address (for confirmation of payment):  
\_\_\_\_\_



Date	Details	Miles	Expenses

Office use only	
Miles	
Rate	
Subtot.	
Exp	
<b>TOTAL</b>	

Requested By: \_\_\_\_\_

Signed By: \_\_\_\_\_

Please tick if you wish to be sent additional claim forms

Insurance is just a part of the risk management process



Good Loss Control seeks to prevent avoidable losses

Local Church should ensure Preventative Maintenance

Good Safety Practice

Staff Training

Following Legal Guidelines

INSURANCE



- ▶ Premium Contributions from many, help fund a major loss
- ▶ Insurance seeks to restore an individual or institution to the position they were before the loss.
  - ▶ Assumes property is insured to full value
  - ▶ Not a substitute for proper maintenance

## PRINCIPLE OF INSURANCE



## Peace of Mind

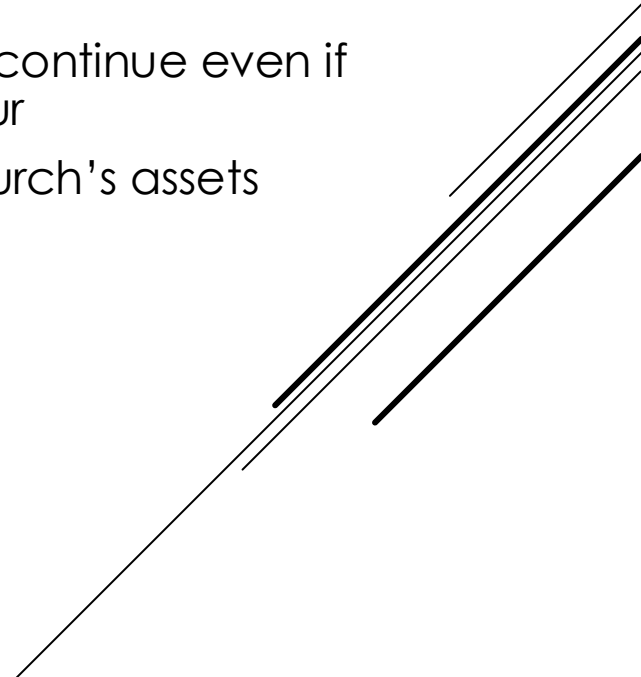
Know you can replace a loss



## Stewardship

Allows the Lord's work to continue even if  
a loss occur

Safeguarding the church's assets





WEAR & TEAR



FAULTY, DEFECTIVE  
DESIGN AND  
WORKMANSHIP



MYSTERIOUS  
DISAPPEARANCE



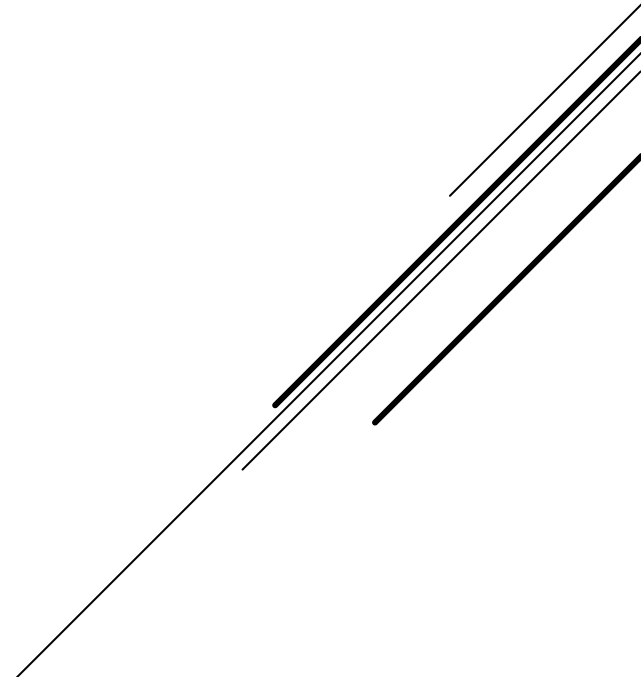
RENOVATION  
DAMAGE



GOVERNMENTAL  
ACTION



NUCLEAR HAZARD



War and Terrorism

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graph TD; A[War and Terrorism] --> B[Pollution]; B --> C[Property during the course of demolition]; C --> D[Earthquake]; D --> E[Flood];
```

Pollution

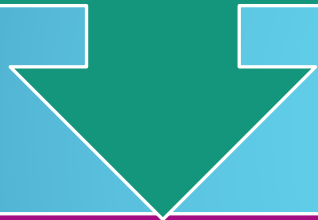
Property during the course of demolition

Earthquake

Flood

EXCLUSIONS

You can request a General Liability Insurance certificate to be displayed in your church



If you are in rented accommodation/  
offsite church activities

Your landlord usually requires a general liability insurance certificate

Request a general liability insurance application from SEC

Complete and return to SEC for processing

GENERAL  
LIABILITY  
INSURANCE



THE REPLACEMENT  
VALUE OF THE  
CHURCH BUILDING



THE CONTENT  
VALUE INSURED



EQUIPMENT COVER



MONEY COVER

# STATEMENT OF VALUES

	<b>INSURED VALUES AS AT 1 JANUARY 2024</b>	<b>PI NET</b>
ING	1,295,614.13	
ENTS	188,214.79	
TRONIC EQUIPMENT	13,323.00	
EY COVER	60,461.34	
AL GLASS	0.00	
PMENT BREAKDOWN	1,497,151.92	

## STATEMENT OF VALUES

# GIFT AID

Gift Aid Co-Ordinator - Ligia Buzac

# GIFT AID

A scheme enabling registered charities to reclaim tax on a donation made by a UK taxpayer, effectively increasing the amount of the donation.

<https://www.gov.uk/donating-to-charity/gift-aid>

Adds 25% to the value of your donation

£100 + £25 = £125.00

Includes ALL donations

Back claim up to 4 years

## WHAT IS GIFT AID?

- ▶ Do you pay income tax and/or capital gains tax?

DO YOU QUALIFY?

- ▶ Fill in a Gift Aid declaration Online:

<https://sec.adventist.uk/giving/tithes-offerings-and-donations/register-for-gift-aid>

- ▶ We will issue you with a Gift Aid number
- ▶ Make all your donations via numerous outlet and add your Gift Aid number in your payment reference

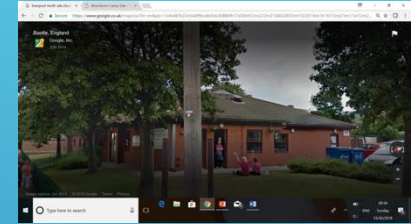
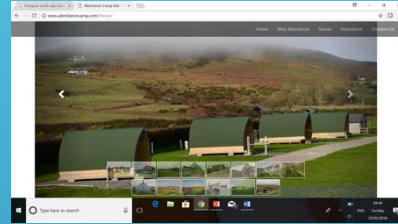
# HOW TO HAVE YOUR DONATIONS GIFT AIDED

- ▶ Moving house / moving abroad
- ▶ No longer paying tax
- ▶ Deceased members
- ▶ Gift Aid to different churches

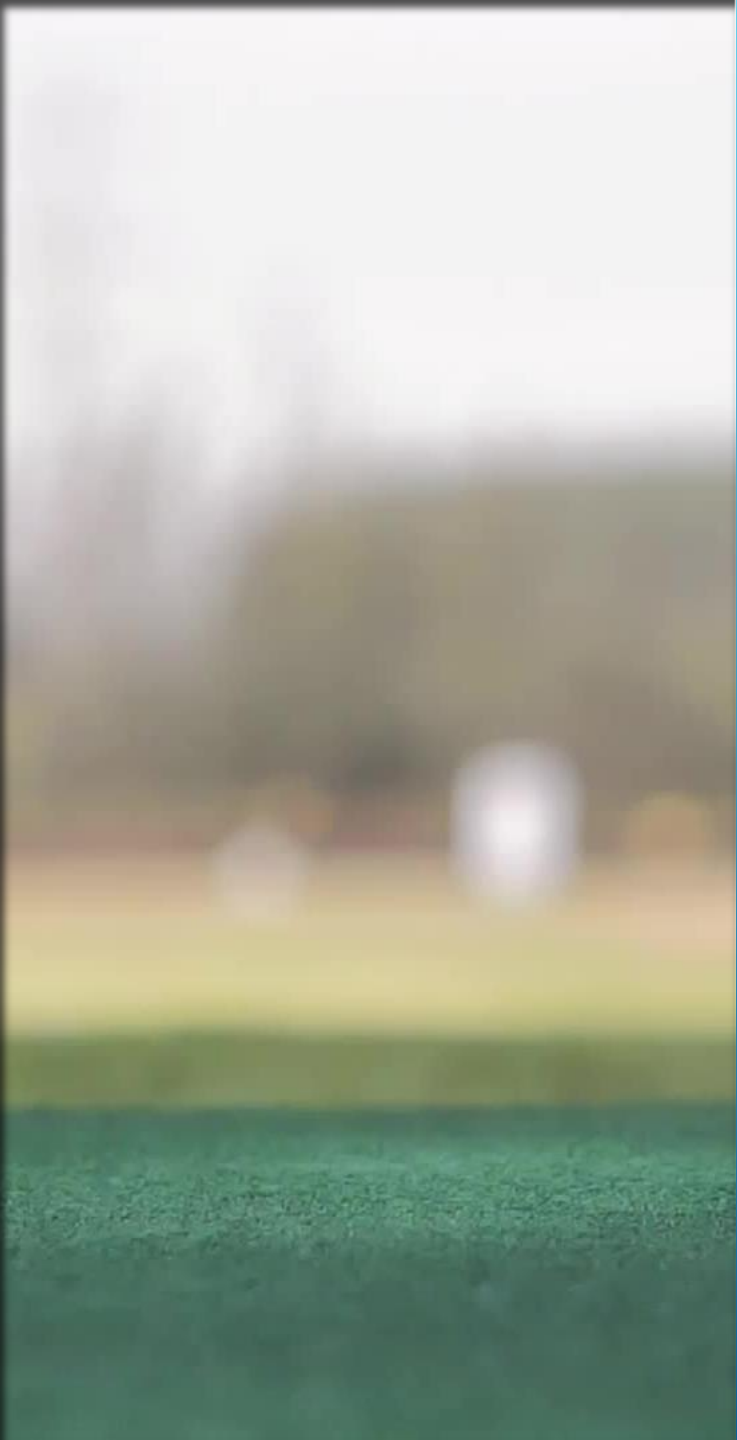
# GIFT AID ADMIN

- ▶ £3.883M in 2024
- ▶ 40% for church purchase grants and building projects throughout SEC
- ▶ 15% local area district
- ▶ 42.5% to local church!
- ▶ 2.5% Admin charges

## HOW IS GIFT AID USED? (SEC)



HOW IS GIFT AID USED?

- 
- ▶ General Treasury Training
    - ▶ Sunday 25<sup>th</sup> January 2026
  - ▶ ChurchPal Training
    - ▶ Sunday 8<sup>th</sup> February 2026
    - ▶ Time 10:00am - 11:30am

## TRAINING DATES



- 
- Jeffery Atiopou (Tithe and Offerings): [jatiopou@secadventist.org.uk](mailto:jatiopou@secadventist.org.uk)
  - Caron Bailey (Treasury Accountant/General Treasury Queries): [cbailey@secadventist.org.uk](mailto:cbailey@secadventist.org.uk)
  - Samuel Alfazema (Payments/Hyland House Bursar): [salfazema@secadventist.org.uk](mailto:salfazema@secadventist.org.uk)
  - Ligia Buzac (Gift Aid/Trust Fund Statements): [lbuzac@secadventist.org.uk](mailto:lbuzac@secadventist.org.uk)
  - Nana Bonnie (Internal Audit and Treasurer Training): [nbonnie@secadventist.org.uk](mailto:nbonnie@secadventist.org.uk)
  - Devon Boyd (Internal Audit and Treasurer Training Assistant): [dboyd@secadventist.org.uk](mailto:dboyd@secadventist.org.uk)
  - Lorraine Cudjoe (Treasury PA): [lcudjoe@secadventist.org.uk](mailto:lcudjoe@secadventist.org.uk)
  - Ann Swaby: [aswaby@secadventist.org.uk](mailto:aswaby@secadventist.org.uk)

## SEC TREASURY CONTACT DETAILS