**THE SPIRITUAL TASK OF CHURCH TREASURERS**

* **B**elieve in the Ministry of the SDA Church, the preparation of souls for the Kingdom and in the structure of the church to achieve its mission.
* **H**ope for the soon return of Jesus Christ as Saviour.
* **K**now the membership and their circumstance as far as possible so as to trust and be trusted.
* **U**nderstand the need for accountability for the ·protection of the Church, the reputation of those handling funds.
* **A**ppreciate that every member contributes willingly and sacrificially and has a right to a promised blessing.
* **F**acilitate this blessing through friendly, spiritual and timely acknowledgement of every gift by receipt.
* **H**onour the contribution of members by allocating their contribution to its intended use in a way that best meets the need.
* **R**espect the confidentiality of each member gift. You are the only person with consistent information about members' fiscal faithfulness and commitment.
* **E**ncourage those not yet conscious of the benefits of sacrificial giving to participate in a kind and gentle and tactful manner, as and when the opportunity arises.
* **O**ptimise the potential of every donor to further enhance Church Growth, Development and Community Action by encouraging Gift Aid participation where legitimate and applicable.
* **C**ommunicate the purpose of each offering within the Church and the concerns of the membership to those responsible at the Conference.
* **P**ray for wisdom and stewardship in the leadership appointed.

**THE PRACTICAL TASK OF TREASURER**

* **R**eceive offerings from the Deacons, reporting back by receipt to be filed in by the Deacons report book for all loose offerings.
* **S**ecure all funds in a safe place until funds can be processed.
* **R**ecord and make a receipt of all offerings already counted by the Deacons.
* **D**onations from individuals should likewise be receipted and the receipt passed back to donor.
* **A**llocate offerings according to the wish of the donor or according to the specific collection.
* **I**nvest funds in accounts that yield interest.
* **P**ay all expenses incurred on behalf of the church making sure that the goods and/or services have been received.
* **F**ile all invoices, bank statements and other information in an orderly system.
* **R**econcile the total offerings receipted and cheques written to the bank statement when received.
* **D**eposit all funds at the earliest banking opportunity.
* **R**eport to church Board Meeting each meeting.
* **F**ile receipts, invoices, bank details etc. for 6 years.
* **L**iaise with Local Treasurer on discrepancies and concerns.
* **I**dentify opportunities for the uptake of Gift Aid
* **P**romote awareness of special mission and Welfare Offerings.
* **B**udget to plan, communicate, control and coordinate the activities of the church.