

The Role of the PCC Treasurer

The **'Church Representation Rules 2020'** (Part 9 – Rule M20(3)) state:

“The PCC may appoint one of its members as treasurer or two or more of its members as joint treasurers; but if it does not, it must –

(a) arrange for the office of treasurer to be discharged by such of the churchwardens as are members of the PCC or, if only one of them is a member, by that one solely, or

(b) appoint some other fit person.

Where the person appointed as secretary or treasurer is not a member of the PCC, he or she does not become a member merely as a result of holding the office in question but may be co-opted under Rule M15(1)(k).”

The Church of England has no formal guidelines as to who a treasurer should be. The role does not have to be carried out by a qualified accountant, but it is more than just acting as a bookkeeper. The knowledge needed and the amount of work involved will depend on the size of the parish.

More specifically, the duties of the PCC 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;
- Prepare the annual accounts at year end for submission with all the necessary supporting documentation to the independent examiner and for subsequent approval by the PCC. The approved and audited accounts are then included in the APCM report;
- Assist the PCC in setting its annual budget;
- Advise the PCC at regular PCC meetings as to the financial position set against the budget;
- Assist the PCC in writing and reviewing its reserves policy;
- Keep PCC members aware of their duties as Trustees;
- Encourage the Wider Mission of the Church.

It is important to remember that it is the PCC which is ultimately responsible for the financial affairs of the Parish and that the Treasurer does the work on behalf of the PCC. All PCC members should therefore take a keen interest in the parish finances and be aware of their duties as Charity Trustees and what each PCC member should know about Parish Finances.