

The Role of the PCC Treasurer

The 'Church Representation Rules 2011' (Appendix II Rule 13, pg 77) state that the council may appoint one of their membership to act as the treasurer either on their own or in conjunction with another. However, a person may be co-opted to the PCC to fulfil the role as Treasurer, as long as their co-option is in accordance with Rule 14 (1)(H) (see pg 15). The Church Representation Rules also state that if the PCC fails to appoint a Treasurer, the responsibilities of the role falls to the churchwarden(s).

The Church of England has no formal guidelines as to who should be a treasurer. The role does not have to be carried out by a qualified accountant, but it is more than just acting as a book keeper. 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. [Click here for Year End Checklist](#);
- 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.