

Unitarian Universalist Church of Rockville Financial Duties and Responsibilities

Approved: Bennett Rushkoff
President, Board of Trustees

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OVERVIEW

The Treasurer has overall fiduciary responsibility and limited power of attorney for the proper execution of the financial activities of the church. The Treasurer oversees the work of an Assistant Treasurer for Deposits, an Assistant Treasurer for Disbursements, and a part-time Bookkeeper.

The primary role of the Bookkeeper is to support the more technically challenging aspects of the Treasurer's job. This includes reconciling accounts, generating Board reports, and providing expertise to properly maintain church books. The Assistant Treasurers shall not reconcile asset accounts. To ensure proper checks and balances, only the Assistant Treasurers, (or when these officials are not available, an officer of the Board of Trustees, excluding the Treasurer) will sign checks or have any electronic signing authority over transfer of Church assets. The Treasurer shall have limited power of attorney to gain access to church banking and investment accounts. This is for review purposes only and the Treasurer shall have no signature authority to transfer assets out of these accounts.

TREASURER

1. Has fiduciary responsibility for the accuracy of the Church's financial records and reports. Ensures income and expense journals, general ledger, etc, are correctly maintained and kept up to date. This fiduciary responsibility extends to work performed by the Assistant Treasurers and Bookkeeper.
2. Serve as a member of the Board of Trustees, a member of the Finance Committee and an advisor to the Congregation with respect to Church funds. Present to the Board of Trustees monthly financial statements and quarterly investment reports. Report on the current fiscal year at the annual meeting of the Congregation and submit other reports as requested by the Board.
3. Review and validate the Bookkeeper's monthly reconciliation of church financial accounts. Reconcile the Minister's Discretionary Fund check book monthly. Review the Minister's Discretionary Fund account semi-annually to ensure all funds are spent in accordance with the policy governing this fund.

4. Verify at the start of each fiscal year, and whenever payroll changes occur, that staff salaries and benefits, as approved by the Board are correctly submitted to the church's payroll service.
5. Reallocate assets within existing brokerage accounts, or recommend transfer of funds between banking and investment institutions, following UUCR's Investment Policy and in coordination with the Finance committee.
6. Prepare the Minister's annual Total Cost of Ministry (TCM) package. Certify the Minister's Housing Allowance, which also requires Board approval. Review the Minister's Total Cost of Ministry expenses at the end of the calendar and the fiscal year to verify that funds were expended as planned. Reconcile differences to assure the Minister's TCM is correctly dispensed and reflected in the church's payroll account.
7. Ensure all tax returns and any other documents required by law are submitted in a timely manner.
8. Liquidate all non-cash donations such as stocks, bonds, property, etc., in a timely manner.
9. Hold limited power of attorney with the church's banking and investment institutions.

BOOKKEEPER

1. Review and maintain the Church's financial records, particularly QuickBooks. Assure that church income and expense tracking and the balance sheet conform to standard accounting practices.
2. Prepare monthly financial statements and the quarterly investment report that the Treasurer will present to the Board of Trustees. Prepare other financial reports as requested by the Treasurer.
3. Reconcile all financial accounts of the church at the end of each month and present findings to the Treasurer. Identify uncategorized, unassigned, or mis-assigned income and expense items and, with the approval of the Treasurer, assign them to the correct church accounts.
4. Meet with the Treasurer regularly, at least monthly. With the approval of the Treasurer, set up new accounts, reorganize existing accounts, or implement any other structural changes needed to keep QuickBooks or other church financial records in proper working order.
5. Train the Treasurer and/or other financial officers on the use of QuickBooks and provide technical support on special projects undertaken by the Treasurer.
5. Review all tax-related documents required by law for consistency with QuickBooks and the church's payroll reports and inform the Treasurer of any needed changes. Help ensure these documents are submitted in correct form and on time.

6. Reconcile grocery coupon sales to ensure that coupon purchases and cash receipts correctly total.

ASSISTANT TREASURER FOR DEPOSITS

1. Collect and process all income receipts. Reconcile amounts on the income receipts to pledges made to UUCR. Consolidate all the income for the month into a Monthly Summary (the Cash Receipts Journal).
2. Enter all income receipts into church records.
3. Maintain the pledge status database, as well as other information about non-pledge gifts, contributions to church-maintained funds, and contributions to non-church organizations for which UUCR collects funds. Protect individual contribution details, only releasing this data to authorized persons in the church.
4. Generate Pledge statistical reports and mailings to pledge units as to their status. Generate contribution acknowledgements for all contributors who can be identified.
5. Support fundraising in the church by generating and releasing contribution reports to authorized persons.
6. Initiate and/or update periodic electronic funds transfer requests with the bank, including pledge and rental transfer requests.
7. Hold full power of attorney with UUCR banking and investment institutions and issue checks and perform account transfers as requested by the Treasurer.

ASSISTANT TREASURER FOR DISBURSEMENTS

1. Prepare checks (based on correctly submitted expense vouchers) to pay utilities and other expenses for buildings and grounds, office expenses, reimbursements, pension and insurance payments for minister and staff, denominational contributions, social action disbursements, etc.
2. Maintain accurate records of all church expenditures. Verify that Church credit card expenses are properly documented prior to payment.
3. Prepare reports each calendar quarter, or upon request, on expenditures of church committees, funds, organizations, etc., and on payments to specified vendors and individuals.
4. Review semi-monthly ADP payroll reports to verify pay amounts track with the Board approved payroll budget. Review payroll change report section and notify the Treasurer of any changes to salaries, hourly pay rates and/or benefits.
5. Review and approve electronic fund transfer additions and deletions made by the Assistant Treasurer for Deposits.

6. Hold full power of attorney with UUCR banking and investment institutions and issue checks and perform account transfers as requested by the Treasurer.

ADP PAYROLL SERVICE

1. Prepare bi-weekly paychecks to minister and staff. As requested, issue payments to church contractors for services rendered.
2. Prepare and report monthly Federal and State income tax payments and Federal FICA payments of payroll deductions.
3. Prepare and transmit quarterly 941 Federal tax forms (income and FICA taxes paid during the quarter) as well as State tax forms for state income taxes paid during the quarter.
4. Prepare W-2, W-3, 1099MISC and 1096 tax forms for distribution to employees. Transmit W-2 and W-3 tax forms to applicable Federal and State agencies.

CHURCH ADMINISTRATOR

1. Input UUCR payroll data to ADP bi-monthly to permit payroll checks or electronic deposits to be issued and distribute checks or direct deposit advices to employees. Coordinate any changes to salaries, hourly pay rates and/or benefits with the Treasurer and Assistant Treasurer for Disbursements.
2. Input bi-monthly ADP payroll costs into QuickBooks. Provide summary to Bookkeeper as needed for reconciliations.
3. Use available ADP services as needed to track personnel data (available fields include sick leave, annual leave, compensation time, health account expenses, etc.).
4. Provide ADP generated tax documents to the Bookkeeper for review to verify tax returns are appropriate and ready for distribution.
5. Provide UUA requested information on staff benefit programs, including pensions, disability insurance, life and health insurance; consulting with the church's financial officers as needed.
6. Prepare and make the weekly church deposit to the bank, in collaboration with the Assistant Treasurer for Deposits. This function may be delegated to an Office Assistant.