

The Treasurer shall:

1. Be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration Improved methods and systems for keeping financial records.
2. The expediting, safe deposit and keeping of all funds.
3. Shall present a written, duplicated financial report at Voters' Meetings and a preliminary report at the Board of Elders meetings.
4. Shall submit permanent financial records for annual audit.
5. Shall be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation or the Boards.
6. Shall furnish the congregation a surety bond in the sum designated by the Voters' Assembly, and such bond shall be procured and the premiums paid by the congregation.
7. Shall coordinate under the direction of the Board of Elders the flow of monies from the treasury in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
8. Shall remit to the professional workers of the church for documented expenses while attending professional workshops, conferences, conventions, etc. approved by the Board of Elders.
9. Shall sign all checks for payment of bills, salaries or other financial commitments of the congregation of any sort.
10. Shall have available for examination a current record of accrued disbursements and budget allotment.
11. Shall have the authority to work with salaried workers of the congregation a breakdown of the worker's total compensation into salary and fringe benefits as the worker requests.