

The Church Treasurer

Churchwardens and their Accounts

All churchwardens shall, *“keep, or cause to be kept, proper books of accounts containing details of all financial matters relating to the congregation. All books kept by them as churchwardens, shall be the property of the vestry, and shall be carefully preserved by the churchwardens, and shall be open for inspection by any member of the vestry at all reasonable times.”* (Canon 16, Sec. 16 and 18, Sec. 13 (c))

The responsibility of the Church Treasurer is to assist the churchwardens with their financial accounting responsibilities. If no treasurer is appointed, the churchwardens have the responsibility of keeping all records of financial accounts. Whether there is a treasurer or not, all financial accounting of the congregation is the responsibility of the churchwardens. (Canon 18, Sec. 15)

“The Treasurer shall be a non-voting member of the Parish Council unless he/she is elected or appointed member of the Parish Council.” Canon 19, Sec. 5).

Signing of Cheques (Canon 18, Sec. 17)

All cheques on the bank accounts of the congregation shall be signed by the two churchwardens, or by any one churchwarden, together with one of a number of persons designated by resolution of the Board of Management or Vestry.

Appointment or Dismissal of the Church Treasurer (Canon 18, Sec. 13 (c))

Audit

“Financial statements of all Parish and organizational accounts shall be subject to an annual audit and presented to the annual vestry meeting. Such audits may but need not be performed by independent public accountants.” (Canon 18, Sec. 16)