

**UUFSD Policy and Procedure Document****Policy ID: 115****Title: Treasurer's Responsibilities**

Date Approved: July 12, 2010 by the Board of Directors

Date Updated: September 15, 2015 by the Board of Directors

**Purpose**

To specify the responsibilities of the Treasurer of the Fellowship.

**Policy**

UUFSD operates according to the Fellowship Bylaws. Article VII, states the following:

**SECTION 1: OFFICERS**

The Officers of the Fellowship shall be a President, who shall also serve as Chair of the Board, and a Vice President, who shall be members of the Board; and a Corporate Secretary and a Treasurer, who may or may not be members of the Board.

**SECTION 4: ELECTION OF CORPORATE SECRETARY AND TREASURER**

At its first Board Meeting following February 1, the Board shall elect the Corporate Secretary and the Treasurer, each of whom may be re-elected. The term of office shall be one year.

Furthermore, Policy ID 110 states the following:

*The responsibilities of the Treasurer are as follows:*

*As chief financial officer, the treasurer safeguards the congregation's funds, ensures all receipts and disbursements are properly accounted for, and gives financial reports and guidance to Fellowship officers and leaders.*

**Procedure**

The specific responsibilities of the Treasurer are as follows:

1. Ensures that an adequate financial internal control system is followed with detailed procedures in place that will safeguard the handling of all funds.
2. Coordinates with the Congregational Administrator and/or bookkeeper to ensure all receipts are recorded properly, according to fund designation.
3. Ensures that all disbursements are proper according to budget limitations, are supported by detailed documentation, and are recorded in accounting records by the correct funds and accounts.
4. Monitors account balances and moves cash among accounts as needed to manage cash flow. If these measures are insufficient to manage cash flow problems, brings to the attention of the Finance Committee and Board immediately.

5. Tracks variances with the budget (receipts and expenditures) and alerts program or committee leaders about spending patterns.
6. Creates an initial draft of the annual budget, utilizing projection of current year's income and expenditures, and analysis of receipt and spending over time.
7. Submits a formal monthly report of receipts and expenditures, and how they relate to the budget, to the Board and Finance Committee.
8. Reconciles monthly bank statements.
9. Serves as a non-voting member of the Board of Directors, and member of the Finance Committee.
10. Supervises staff and contractors doing financial functions (e.g., bookkeeper).