

## **Treasurer Duties and Tasks**

### **Treasurer Overview**

The treasurer is appointed to administer or manage the financial assets and liabilities of Heart of Ohio Emmaus Walk, Chrysalis Flight, and Face to Face Encounter, and overseeing the financial transactions and fundraising efforts going in or out for Heart of Ohio Emmaus Board.

### **Treasurer Staffing**

Treasurer (1) is a member of Emmaus Community Board of Directors and responsible for all financial matters.

The treasurer may have a Financial Analyst or a subcommittee of community members to assist him/her. The subcommittee members are not a part of the Emmaus Board. The subcommittee could work with the treasurer to evaluate financial reports, may also advise and support the treasurer function as needed.

### **Skills and Requirements**

- Must be proficient in MS Excel or compatible spreadsheet program and be proficient with email and online filings, must have access to a printer.
- Must have a basic understanding of bookkeeping, financial reporting and reconciliation.
- Successful completion of background check, paid for by Emmaus.
- Attend all Board meetings to present Treasurer's Report.
- Work with support persons to improve financial accuracy and accountability.

#### **General Tasks**

- Prepare monthly Treasurer's Report that shows the financial activity of the community for the previous month and reconciles it to the bank account.
- Maintain the bank account for the Community, including reconciling it monthly.
- Pay all bills and expenses of the community, including walk expenses, Emmaus pilgrim fees, and other administrative expenses.
- Keep track of scholarship monies and other designated funds within the bank account.
- Reconcile invoices prior to payment. Make sure camp fees reflect attendance.
- Provide designated team member with cash prior to each walk and then account for that cash with receipts provided.
- Work with Registration leaders to receive and account for funds.
- Deposit all funds into the bank account, including registration fees from walks, offerings, and donations.
- Collect and deposit the offerings from each gathering and candlelight.
- Prepare an annual budget.

## **Treasurer Duties and Tasks**

### **Compliance**

- Prepare the annual federal tax return, Form 990.
- Prepare other required federal or state filings.
- The Treasurer is registered as the statutory agent for the organization.
- Arrange for annual audit of Emmaus financial records.

### **Financial Analyst or members of subcommittee**

- The Financial Analyst works with the Treasurer to evaluate financial reports and help the community toward a better understanding of cash flow, revenue streams and expenditures.
- The financial analyst may advise and support the Treasurer function as needed.
- The analyst may file taxes if the treasurer is unable.
- The term of service is three years.

Updated by Betty Bivens 9/21/23