

Community Treasurer (CTres)

The role of the Community Treasurer (CTres) is to oversee the running and activities of the Community Board.

The financial year of the community shall be the same as the EMSA financial year, which commences on 1 July and ends on 30 June of each year.

Responsibilities include, but are not limited to the following:

Ongoing:

- Participate in the activities of the Community Board of Directors as an office bearer.
- Ensure that a budget is prepared prior to the start of a new financial year based on past activities, known plans for the upcoming year and incorporating the budget requirements of all portfolio holders. Increases in the cost of manuals and supplies must be taken into account when preparing the budget.
- Submit the annual budget to the Community Board for approval.
- Submit a copy of the approved budget to the EMSA Treasurer.
- Keep strict control over all financial matters within the Community.
- Maintain a record of all financial transactions and ensure that these records are backed-up to prevent loss of information.
- Ensure that the bank mandates are updated within one month of a change in payment authorizers occurring.
- Ensure that all payment requests are approved independently by the payment authorizers.
- Prepare an income and expenditure statement and a statement of assets and liabilities for the preceding month prior to the next Board meeting.
- All bank statements issued since the previous Board meeting must be signed by the CLD and CSD and be emailed to the EMSA Treasurer.
- Attend monthly Gatherings and collect the offering. Ensure that the host church appoints members to take up the collection which is recorded under the Outreach fund and which is used to contribute towards persons unable to afford Walk/Flight fees. The Sponsor's Reunion Group is required to supplement these fees.
- Present the financial statements referred to above and explain variations from budget or expectation. Explain the main financial transactions in easily understood terms.
- Prepare the full income and expenditure statement at the end of the financial year. These financial records are to be audited by a qualified person (CA) and to be presented at the community AGM.
- Send a copy of these audited statements to the EMSA Treasurer within 3 months after the financial year-end and within the prescribed deadline of 30 September for the EMSA AGM.
- Co-ordinate with the Secretary to acknowledge the receipt of donations from Churches and individuals.

- When any of the signatories or online banking account operator's term of office terminates, the Treasurer will arrange for the relevant authorised signatory changes. All the documentation required by the bank will be processed to coincide as close as possible to the relevant end of tenures, but must be finalised on or before the tenure ends.
- Maintain proper accounting records on the QuickBooks system.
- Ensure that all processes are managed in line with the Supply Coordinator's R&R.

Prior to Walks, Flights or Encounters

- Train the Weekend Treasurer in the collection of team, pilgrim and caterpillar fees and the issuing of receipts. The Board Treasurer may also fulfill this function.
- Distribute allowances for the different portfolios at the last team formation at the latest and request receipts for the use of the funds.
- Collect or arrange for a direct deposit of team fees from volunteers for Walk, Flight or Encounter. Team fees should be collected at team formation. All team fees must be paid within a pre-determined period in line with the payment date due to the hosting venue.
- Reconcile payments with the Registrar on a regular basis.
- Make payments and deposits promptly including those related to bookings and ensure that invoices are received as proof of payment.

Placement of orders on EMSA

In order to execute orders speedily, the following process must be observed by the community Treasurer and the Supplies Coordinator, while at the same time ensuring that all the financial aspects are complied with:

- Only orders received on the current order form will be processed. Verbal or e-mail orders cannot be processed.
- Orders and proof of at least 50% deposit are to be sent to EMSA Supplies AND a copy to the EMSA Treasurer.
- As soon as the payment has been cleared at the bank, the EMSA Treasurer will authorise the despatch of the order by EMSA Supplies.
- EMSA Supplies will advise the EMSA Treasurer of the costs of postage/delivery for which an invoice will be prepared and be sent to the community per e-mail. Any balance must be paid without delay.
- It is very important to use the invoice number when paying the balance of the order to enable the EMSA Treasurer to correctly allocate payments. A reference such as 'order', 'manuals' or a name, makes it very difficult, if not impossible to allocate the payment to the correct account, which will result in an unpaid balance, and this in turn will result in a future order not being processed.
- No orders will be processed if there are outstanding/unpaid balances.
- Queries regarding the delivery of orders must be sent to EMSA Supplies.

- Financial queries regarding account/payments/outstanding balances etc. must be directed to the EMSA Treasurer.

Additional requirements for the position:

- PC with internet access as well as printing and scanning facilities
- A good working knowledge of communicating via e-mail, Microsoft Word, Quickbooks or a similar bookkeeping package
- Thorough knowledge of financial and accounting principles