
TREASURER

Newington Baptist Church Treasurer Policy & Procedures

Article 5 - Board of Directors Section 3-4: To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

Article 10 Section 1 Church Operation Manual: The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Jennifer Dudley	2/15/2020
2021	No Review due to COVID	
2022	Robert Hinson	3/20/2022
2023	Sharon Shelton	4/18/2022
2024	Sharon Shelton	2/5/2024
2025	Sharon Shelton	4/25/2025

Policy and Procedures Established 2019
NEWINGTON BAPTIST CHURCH
6169 Main Street, Gloucester, Va. 23061

Newington Baptist Church Treasurer Policies and Procedures

Position Description: Church Treasurer

Purpose: Newington Baptist Church's Treasurer will work with the Board of Directors and the Stewardship Committee to help implement the policies for the oversight of the Newington Baptist Church's finances. The Treasurer, as needed, shall have access to all income and expense reporting, payroll data, and other pertinent financial data and records of the Church.

The duty of the Treasurer is to oversee the receipt, recording, and disbursement of all money given to the Church. The Treasurer, working closely with the contracted Bookkeeping Firm's Account Representative (hereafter referred to as the Bookkeeper), the Oversight Representative from the Board of Directors and the Chairman of the Stewardship Committee will present at each quarterly business meeting the financial report for the quarter.

The Treasurer will co-sign, along with a second signer, all checks disbursed by the Bookkeeper. Should the Treasurer not be available to co-sign the checks, two of four (4) church approved signers will have the authority to sign. The Bank will have on file a signature card, containing the signatures of all authorized signers on the account/accounts.

The Treasurer will review the monthly bank reconciliation statements completed by the Bookkeeper. The Treasurer will assist the Oversight Representative from the Board of Directors in preparing an annual financial statement to be presented to the church. The Treasurer will assist the Board of Directors and the Stewardship Committee in preparing the annual budget.

Job Responsibilities and Duties: The primary responsibilities include oversight of:

1. All the Financial Record Keeping of the Church, including day to day finances, permanent records and other vital information pertaining to the finances of the Church.
2. Work with the Bookkeeper in any way needed with help in resolving questions concerning individual gifts and other contributions.
3. Check all invoice payment checks for accuracy and appropriateness before paying.
4. Review monthly reconciliation of the bank account(s).
5. Serve as an ex-officio member of the Stewardship Committee.
6. Assist the Bookkeeper in providing all needed information to the Board of Directors and the Stewardship Committee as they prepare and draft the final budget for the approval of the Church.
7. Ensure that all governmental taxes, reporting forms, and regulations are met on a timely basis.

8. The Treasurer will provide financial information required to complete the annual church profile for the BGAV.
9. Maintain confidentiality of all financial information pertaining to giving and givers.
10. Assist the Stewardship Committee, when needed, in providing annual Giving Statements to the members.
11. Weekly, pick up the Night Deposit bag from the bank. If the Treasurer is unable to pick up the bag an authorized person, whose name is listed on the Night Depository Agreement, will be assigned this duty by the Treasurer.