

**TREASURER and ASSISTANT TREASURER (July, 2017)**

The Treasurer and Assistant Treasurer shall be appointed by the board to serve a three-year term.

The Treasurer shall:

- A. Pay all authorized bills
- B. Maintain accurate banking & financial records
- C. Provide a monthly report to deacons for board meetings
- D. Provide a monthly report to mission board on missionary finances
- E. Report on financial position at mid-year and year end business meeting
- F. Prepare 1099's as needed at year-end
- G. Review year-end audit with deacons
- H. Be accountable to the deacons

The Assistant Treasurer shall:

- A. Count and tabulate Sunday morning offerings with trustees assistance
- B. Prepare and make bank deposits and provide report to treasurer
- C. Maintain records for offering envelopes