

# UU Catskills Policy re Office of the Treasurer

Adopted May 20, 2013, rev. 6/19

The Treasurer shall (according to the UU Catskills by-laws):

- Keep an accurate and full account of receipts and disbursements of the UU Catskills in proper books of account and provide a written report at all Board meetings;
- Have authority to sign checks for UU Catskills;
- Deposit all monies and other valuables in the name of UU Catskills in such depositories as the Board shall direct;
- Serve on the Finance Committee and any committee overseeing investment accounts.

It shall be the policy of the Board of Trustees that the duties of the Treasurer be fulfilled through a Board Office of Treasurer which shall consist of the general oversight of all of the monetary transactions of the Congregation and the administration of all bank accounts and investment funds belonging to the Congregation, as outlined in the by-laws.

The Duties of the Treasurer shall be as follows:

- Be in charge of all disbursement of Congregation funds regarding any payments or disbursements to be made therefrom, being the signatory of all checks and fund transfers.
- Collaborate with our bookkeeper to ensure that accurate records are kept of all income to and disbursements from Congregation accounts.
- Create and distribute pledge statements at least twice yearly to pledgers, as well as any other reports required by statute, these bylaws, or Congregation custom.
- Oversee the performance of the Assistant Treasurer and the Pledge Coordinator as set forth below.

The position of Assistant Treasurer is hereby authorized as part of the Office of the Treasurer - to be recommended by the Treasurer and approved by the Board, and to be utilized, trained and guided at the discretion of the Treasurer as needed. The Assistant Treasurer need not be a member of the Board of Trustees. The duties of the Assistant Treasurer shall be:

- Receive and record all income to the Congregation from all sources, including, but not limited to:
  - Sunday basket collections
  - Sales of soup, salad, sandwiches; coffee donations
  - Pledge fulfillments - whether mailed in, given in person, or in the basket collection
  - Contributions of any kind from outside entities
  - Fund-raising events such as auctions, book sales, fairs, etc.
  - Income from refreshments at various events, e.g., Theater Sounds
  - Rental Fees for use of our facilities.
- Deposit all income in the designated bank account(s) and report such deposits to the Treasurer for relay to the bookkeeperThe Treasurer and Assistant Treasurer shall be sufficiently versed in each others duties so as to be able to

take on both jobs in the event that one or the other is incapacitated or unavoidably absent for any reason. Signature disbursement of funds shall be the responsibility of the President in the absence of the Treasurer.

The position of Pledge Recorder is hereby created as part of the Office of the Treasurer, to be recommended by the Treasurer and approved by the Board, and to be utilized, trained and guided at the discretion of the Treasurer. The duties of the shall be:

- Receive and record all pledges given to the Congregation.
- Report the incoming pledges to the Treasurer, the Chair of the particular Pledge Campaign, and the President, and such other persons as the Treasurer shall designate for administrative purposes.
- Keep track of the pledges throughout the year, adding any that originate.
- Outside the stated period of the pledge drive, make sure that pledges are forwarded to the bookkeeper for entry on the computer.
- Make available to the Treasurer, Minister, and Board of Trustees President the current totals of members, pledges, and such information on individual pledge accounts as they may require from time to time.

The Treasurer is responsible to the Board of Trustees for the proper execution of all functions defined above. The Treasurer will review and supervise the performance of the Assistant Treasurer and Pledge Recorder as needed.