

Duties and Responsibilities of Southern Maryland Emmaus Board Treasurer

Banking

- Accounts at PNC Bank
 - Checking Acct #: 5570007696
 - Savings (Scholarship) Acct #: 5570543288
- Deposit all funds in checking unless designated for Scholarships.
- Scholarship funds are deposited in savings acct.
- 10% of each offering is deposited in savings acct.
- Transfer \$\$ from saving to checking account as scholarship needs are identified.
- Maintain checkbook and Quicken.
- Reconcile bank statements monthly.

Bill Paying

- Pay bills in timely manner.
- Retain records/receipts.
- Record payments in checkbook and Quicken.

Quicken

- Maintain in a timely manner.
- Keep current with actual bank balance.
- Reconcile bank statements monthly.

Audits

- Books will be audited annually. Wayne Welsh of Calvary has performed the audits in the past.

Insurance

- Two policies with Church Mutual:
 - General Liability
 - Trailer

Music

- Annual renewal of CCLI license.

Books & Brochures

- Maintain inventory of books and brochures (Order from Upper Room).
- Make books and brochures available for sale at Gatherings and Candlelight.

Scholarships

- CLD, WLD, WSD, and CSD can nominate scholarship recipients.
- Transfer funds from savings to checking for scholarships.

Supplies

- Order materials from Upper Room as requested.
- Pay bills for materials ordered by others.

Pilgrim Applications

- Collect pilgrim application fees from Registrar.

Agape Petty Cash

- Withdraw \$300 cash from checking acct and give to the Agape lead for each walk.

Childcare

- Pay childcare provider \$12.50/hour (\$25.00 minimum).

Gatherings

- Sell books/brochures.
- Collect offerings.
- Pay childcare provider
- \$10 paid to church if only a Gathering is held and \$20 if a Fellowship Meal is held in conjunction with Gathering to cover consumables. No payment to host church if only a board meeting is held.

Board Meetings

- Financial Reports
 - Generate (from Quicken) and reproduce reports (+/- 15 copies) for board meetings.
 - Balance Sheet
 - Income Statement (year to date)
 - Itemized Report (since last meeting)

Walks

- Interact with ALD to collect team fees.
- Reserve Retreat Centers for future walks / pay deposits. (in coordination with Asst. CLD)
- Get preliminary cost estimate from facility. (in coordination with Asst. CLD)
- Transfer Scholarship \$\$ from savings to checking.
- Get final bill from Retreat Center.
- Pay Bill.
- Collect and redeposit unused Agape Petty Cash.
- \$13 fee for each Pilgrim paid to Upper Room (Nashville).

Sponsors Hour (Thursday of each Walk)

- Collect pilgrim fees from sponsors.
- Collect remaining team fees.
- Deposit quickly so Retreat Center can be paid on Sat or Sunday.
- Deliver Agape petty cash to weekend Agape Lead.

Candlelight

- Collect offering.
- Sell books/brochures.
- Pay childcare provider.

Closing

- Pay childcare provider.

Tax Returns

- Prepare and submit annual tax return--Form 990-EZ and associated forms, or appropriate substitute/replacement forms per IRS guidance.

Interface With the Following:

- CLD – be available and responsive
- CSD – be available and responsive
- WLD – get scholarship requests for team
- ALD – Collect Team fees
- WSD – get scholarship requests for SDs
- Community Agape Coordinator – order materials as requested
- Weekend Agape Lead - \$300 Petty Cash for each Walk; get surplus back after walks.
- Registrar – Get pilgrim names and applications fees.
- Retreat Center – coordinate with Assistant CLD re. Retreat Center details; determine estimated cost of walks; get preliminary bill; get final bill; pay bill.

Approved: 18 September 2010

Revised: 20 August 2011

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