

# Treasurer 101 Responsibility Checklist

Faithful Stewardship | Accountability | Integrity | Transparency

A Treasurer isn't just managing money; you are managing trust.

## DAILY / WEEKLY RESPONSIBILITIES

- Ensure at least two unrelated people count donations
- Verify offering totals and deposit promptly
- Record all income accurately in accounting system
- Record all expenses with proper documentation
- Secure checks, cash, and financial records

**Never allow one person to handle money from start to finish!!!**

## MONTHLY RESPONSIBILITIES

- Reconcile all bank accounts
- Reconcile credit card statements
- Review outstanding checks
- Provide report to leadership/board
- Ensure payroll taxes (if applicable) are paid
- Verify housing allowance documentation (if applicable)
- Prepare monthly financial report including:
  - Total income
  - Total expenses
  - Budget vs. actual comparison
  - Current balances

## QUARTERLY RESPONSIBILITIES

- Review giving trends
- Review budget performance
- Evaluate cash flow

## QUARTERLY RESPONSIBILITIES (cont.)

- Confirm tax payments and filings are current
- Meet with finance committee (if applicable)

## ANNUAL RESPONSIBILITIES

- Assist in preparing annual budget
- Issue year-end donor contribution statements
- Prepare required IRS or government filings
- Confirm housing allowance designation for pastoral staff
- Arrange annual financial review or audit
- Review and update financial policies
- Ensure digital and physical records are backed up securely

## INTERNAL CONTROL CHECKLIST

- Two counters for offerings
- Separate duties (counting, recording, reconciling)
- Dual signatures required for ALL payments
- Bank statements reviewed by someone other than treasurer
- Written financial policies in place
- Secure digital backup of financial data

**Good systems protect the organization — and protect you.**

*Items listed in green are part of the Miller Management service.*



## 2026 Training Opportunities:

Register for Miller Management's trainings here: <https://goodfaithaccounting.com/2026-courses/>

**MILLER MANAGEMENT  
2026 FREE CLIENT TRAININGS**

- Treasurer 101 - February
- AP Refresher - April
- Reconciling Liability Accounts - July
- Non-Monetary Gifts - August
- Budgeting - September

Visit [GoodFaithAccounting.com/2026-courses](https://GoodFaithAccounting.com/2026-courses) for details

**Miller  
MANAGEMENT**

**MILLER MANAGEMENT 2026  
\$25 TRAINING COURSES**

- 1-9 Compliance - March
- Why Invest? - May
- Employee Accommodations - June
- Importance of Onboarding - July
- Employment Law 101 - October
- Managing Cash - November

Visit [GoodFaithAccounting.com/2026-courses](https://GoodFaithAccounting.com/2026-courses) for details

**Miller  
MANAGEMENT**

Learn more about our Treasurer Cohort here: <https://www.tickettailor.com/events/millermanagementsystems/2058748>

**Miller  
MANAGEMENT**  
**CHURCH  
TREASURER**  
**TRAINING COHORT**

This training is designed to help Treasurers thrive in their role of stewarding church finances. Our meetings will include time for teaching and group discussion. Each cohort will have no more than 12 participants. This will allow for questions and group discussions.

**EVENT HIGHLIGHTS**

- 1 **Small Groups**  
Questions, group discussions, and one-on-ones
- 2 **3 Sessions**  
60-minutes each
- 3 **Networking Opportunities**  
Connect with other treasurers in similar situations
- 4 **One-on-One Coaching**  
Discuss specific issues in your organization

SPRING 2026  
2:30 PM TO 3:30 CT  
ONLINE

[GOODFAITHACCOUNTING.COM](https://GOODFAITHACCOUNTING.COM) 816-382-3050

Sessions will be held the third Tuesday of the month from 2:30 - 3:30pm central time, during the day. The 2026 spring dates are March 17<sup>th</sup>, April 21<sup>st</sup>, & May 19<sup>th</sup>. In between each session, participants are encouraged to sign up for a one-on-one coaching session. These sessions will allow participants to discuss issues specific to their church or to go deeper on specific topics of their choice. The total cost of the training cohort is \$300. Learn more & register here: [Miller Management | Ticket Tailor](https://www.tickettailor.com/events/millermanagementsystems/2058748)

**Session 1: The Role of the Church Treasurer**

- Balancing faith and stewardship
- Enabling ministry, not controlling it
- How to follow best practices, but not become legalistic
- Protecting finances, not hoarding them

**Session 2: Financial Reporting and Cash Management**

- Financial Reports:
  - Why we share financial information
  - Who to share with
  - What, when, how, and where to share reports
- Cash Management: how much cash do we really need?
  - Cash for general operations
  - Cash for capital campaign projects
  - Cash held for other restricted activities

**Session 3: Budgeting and the Role of Audits**

- Church budgeting 101:
  - Aligning the budget to the church's mission and vision
  - Projecting revenue
  - Allocating funds for expenses
- Audits: What are they and do we need them?
  - The purpose of an audit
  - How to use an audit
  - What to do if you don't have an audit

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