

Minnesota Walk to Emmaus Board

Treasurer

Job Summary:

The primary responsibility of the Treasurer is to maintain adequate financial records for all cash receipts and disbursements activity of the Community.

Essential Functions:

Receipts:

- Collect "deposit reports" and deposit receipts from anyone who makes bank deposits, ie Registrar and Board Rep.
- Record all Bank Deposits made using the information on the "deposit reports".

Disbursements:

- Issue payments for all approved expenses incurred by the Community in conjunction with the individual Walk weekends (payment to the camp site, reimbursement for agape food/snacks and supplies, group photos, team manuals, crosses, etc.).
- Issue payments for all approved administrative expenses incurred by the Board (newsletter, trailer insurance, postage, etc.).
- Issue payments of \$10.00 per pilgrim to the Upper Room following each Walk event, in accordance with the Annual Letter of Agreement.
- Every effort should be made to separately identify/allocate all Walk-related expenses to specific weekends.
- Ensure that the license tabs for the Agape trailer are kept current each year.
- Ensure that the CCLI church copyright license is renewed annually. Submit any applicable reporting to CCLI upon request.
- Ensure that annual insurance premium is paid to maintain continuous coverage.

Reporting:

- Prepare a monthly cash flow statement, indicating the opening cash balance, a summary listing of all cash receipts and a detailed listing of all cash disbursements for the month, and the closing cash balance.
- Registration fees received in advance of specific Walks, or for those pilgrims who have canceled their registration, should be listed on an escrow report by Walk number. (These are restricted funds and are not to be used for any other purpose).
- Monies that have been received and designated for a specific purpose (such as scholarships) are to be separately identified and their use restricted.

- Subsidiary ledgers need to be maintained for all pilgrims and team members to determine the payment status of each person.
- Maintain a detailed report of all scholarship amounts granted.
- Present the Treasurer's report at each monthly Board meeting. Update the Board members about the status of all unpaid registration fees.

Other Duties:

- Reconcile the bank account with the monthly bank statement.
- In coordination with the Registrar, prepare a listing of all unpaid registration fees for pilgrims and team members prior to each Walk weekend. In the days immediately preceding the Walk, this information should be forwarded to the Walk Lay Director and/or the applicable person who will be handling Thursday night check-in at the Walk site.
- Following each set of Walks, send out reminder letters to those pilgrims and team members who have not remitted their entire balance due, or who have not made previous payment arrangements.
- At least quarterly, the detailed list of escrow amounts should be compared to the list of pilgrim candidates maintained by the Registrar.
- Prepare an annual report of all receipts and disbursement activity for the year, summarizing the items by Walk number and by type of expenditure.
- Calculate the profit/loss for each individual Walk, and include in the annual report to the Board.
- Prepare the annual tax Form 990 (and all related schedules).
- Ensure that all Board/Community members who make Emmaus-related purchases are given the Minnesota sales tax exemption number for the organization.
- Prepare articles for the quarterly newsletter, informing members of the Community's financial condition.
- Submit all financial records to an independent person for annual inspection and reporting to the Board.
- In the absence of the Community Lay Director, the Assistant Community Lay Director, and the Secretary, act as chairperson for the monthly Board meeting.