

## KYB Area Team Treasurer

### Job Description

**As Treasurer you are a vital member of the team, responsible for all its finances. You need to keep careful records of all amounts of money received and banked, accounts paid, gifts given, and all expenses incurred by the members of the team in their various roles.**

1. A Bank or Building Society account should be opened in the name of the Team, eg KYB Northampton. The cheques provided must bear the phrase '*A Registered Charity*' and must be signed by the Treasurer and one other team member. It is advisable to have at least three signatures on the Bank mandate so that there is always someone available for the counter signature; these signatories should be agreed and minuted at a team meeting. The double signature is a requirement of KYB UK though may not necessarily be required by the Bank or Building Society.
2. Because Know Your Bible is a registered charity, accounting records must show and explain all KYB transactions, eg. entries for all sums of money received or spent, showing what the money was received for or spent on.
3. When paying expenses to team members or any other person incurring expenses on behalf of the team, eg. someone arranging catering at an event, a written note of expenses incurred, together with any receipts must be obtained and appropriately recorded before reimbursement.
4. Prepare and present a financial report for each team meeting so that members are aware of the financial situation. This is especially helpful when planning for your next event.
5. Send accounts/arrange for the accounts/PDF of accounts for the previous calendar year (Jan-Dec) by January 31<sup>st</sup> to the Financial Director of NLT. Copies of bank statements for that period should also be included.

**All the above are requirements of the Charity Commission, and should be carefully carried out, but the following information may also be helpful to you:**

1. It is recommended that where possible you use online banking for payments to the KYB Finance Director using sort code 40-35-04, Acc. No. 42160447, specifying under Reference, what the payment is for, eg Insurance, Tithe, Donation, together with an email to the Finance Director with those details and which Area the payment is from.
2. Keep records of income and expenditure as simple as possible.
3. Make sure all expenses incurred by the team (or co-opted members) are reimbursed. We trust the Lord to meet our needs. Each local area team should aim to cover all their KYB expenses including the tithe to the NLT.

4. Income at local level will come from KYB groups, individual giving and offerings at events. Do not be afraid to encourage giving or make known the costs of putting on an event.
5. To help plan for your next event, the cost of the following needs to be taken into consideration:
  - Hire of venue (some have special rates for charities)
  - Publicity postcards/leaflets/posters
  - Advertising
  - Photocopying
  - Postage and telephone
  - Flowers
  - Catering
  - Crèche
  - Recording
  - Speaker's expenses and financial gift
6. Speaker's travelling expenses by rail or road, should be sent at least two weeks before the event. Enclose the amount with a covering letter explaining that the amount sent is for travelling expenses only. (As of 2012, current mileage rates are 40p per mile for the first 150 miles and 20p per mile thereafter. This will be subject to increase from time to time.)
7. Pay all accounts promptly. Always use KYB headed notepaper and remember appreciation goes a long way! It is good to have enough in hand after all expenses of the current event have been paid to cover pre-event expenses next time.
8. Send your insurance contribution in January (depending on the number of events being held), a tithe from the income of your events, together with a donation for Newslink magazines to the National Finance Director.

#### **On the day of the event:**

1. If inviting an offering, arrange for stewards/money bags/container by the door.
2. Provide a float for any items for sale such as refreshments, bookstall, CD orders, etc.
3. Count all offerings and monies taken at the event with a second person to assist and check amounts. Money must be counted before leaving the venue and banked promptly.
4. Provide a thank you card and cheque for the speaker.  
Current rate for Speakers - £50.00 per session. If the speaker is doing three sessions and finance is not available to give £150, then £100 is acceptable.

#### **After the event:**

1. After each KYB event prepare and submit a full and complete financial statement to be included in the Minutes of your review team meeting.