

## What Are The Responsibilities of Presbyterian Women Treasurers in the Congregations, Presbyteries, Synod and Churchwide?

<b>Congregation</b>	<b>Presbytery</b>	<b>Synod</b>	<b>Churchwide Financial Secretary</b>
Interprets Celebration Giving	Assists PWP coordinating team in interpreting Celebration Giving	Assists PWS coordinating team in interpreting Celebration Giving	Assists Churchwide Coordinating team in interpreting Celebration Giving
Devise ways to encourage and receive Mission Pledges	Assists PWP moderator to distribute and receive Mission Pledge forms		
Serves as chair of the Finance Committee of PW in the Congregation (pWC)	Serves as chair of the Finance Committee of PW in the Presbytery (PWP)	Serves as chair of the Finance Committee of PW in the Synod (PWS)	Serves as moderator of the Finance Committee of the CCT
Receives and disburses PW funds as directed, including all Celebration Giving funds to PWP treasurer	Receives and disburses PW funds as directed, including Celebration Giving to PWP, PWS and PW Churchwide	Receives and disburses funds as directed, including Global Exchange contributions	<i>Mission Support Services provides accounting services to PW Churchwide</i>
Keeps accurate financial records of receipts and disbursements of all PW funds	Keeps accurate financial records of receipts and disbursements of all PW funds	Keeps accurate financial records of the receipt and disbursement of all PW funds	With the PW treasurer, monitors monthly financial statements for recording of receipts and disbursements
Submits regular written reports to the coordinating team	Submits regular written reports to the coordinating team	Submits regular written reports to the coordinating team	Submits the financial report at each meeting of the CCT
Submits an annual report to PWC and to the seSSION	Submits an annual report to PWP and presbytery	Submits an annual report to PWS and the synod	Submits a financial report to Churchwide Business Meetings
Submits financial records for audit on regular basis	Submits financial records for audit on an annual basis	Submits financial records for audit on an annual basis	Reports the results of the triennial audit to the CCT
			Serves as liaison between the treasurer and the CCT
Attends training for PW treasurers when offered by PWP	Provides training for PW treasurers in the congregations	Provides training for PW treasurers in the presbyteries	Provides support for PW treasurers in the synods
Obtains the resources available for carrying out the duties of the treasurer	Gives complete financial records to next treasurer with adequate explanations		

## Tips for Treasurers

- Be sure to keep the *PW Manual* with a guide for treasurers on hand for quick reference. Understand the giving patterns of Presbyterian Women and Celebration Giving.
- Easy-to-use, inexpensive computer software is available to help keep accurate records and create clear reports. Visit your local computer store for help.
- Keep a full and detailed description of cash received and disbursed, records of contributors and cash received (pledges, projects, special offerings, gifts such as memorials, life memberships, etc) and details of where and how payments were made, to whom and for what, as well as all receipts and cancelled checks and submit for the annual audit.
- Keep a current directory of PW treasurers in the congregations, PW synod treasurer and Presbyterian Women Remittance Processing. Know when to send what moneys and where.

### The PW Money Timeline

PWC Treasurer	PWP Treasurer	PWS Treasurer
Send first-quarter mission pledge to PWP treasurer by March 10 <sup>th</sup>	Receive mission pledges and distribute as directed	During each triennium, receive Global Exchange contributions and forward to PW Remittance Processing according to the schedule received
Dedicate the Fellowship of the Least Coin and forward the offering in Spring	Forward at least quarterly to PW Remittance Processing	
Receive and dedicate the Birthday Offering and send it to the PWP treasurer in May	Forward to PW Remittance Processing	
Send second-quarter mission pledge to PWP treasurer by June 10	Receive mission pledges and distribute as directed	
Send third-quarter mission pledge to PWP treasurer by Sept. 10	Receive mission pledges and distribute as directed	
Receive and dedicate the Thank Offering in November and send it to the PWP treasurer	Forward to PW Remittance Processing	
Send mission pledge form to the PWP moderator by December 1	Assist PWP moderator to compile and forward report to PW office in Louisville	
Send fourth-quarter mission pledge to PWP treasurer by December	Receive mission pledges and distribute as directed	