

# A GUIDE FOR THE TREASURER OF UNITED METHODIST MEN

The Treasurer of a United Methodist Men's Unit shall be a person of honesty, humility and growing in his relationship with God through regular prayer, bible study and worship attendance. He must have the skills and be willing to devote the necessary time to the job as Treasurer. The Treasurer must be cooperative and supportive of the officers, the Executive Committee, as well as the local United Methodist Men's Unit.

It is the responsibility of the Treasurer to receive and disburse all funds in accordance with the Constitution and By-laws of the local unit. The Treasurer shall also disburse funds when directed to do so by the Executive Committee and/or the organization as long as it is in keeping with the Constitution and By-laws. Regular financial reports shall be made to the organization keeping it informed concerning the financial condition of the unit.

The Treasurer shall work with the program, projects and finance committees, including other committees and/or individuals in developing a budget to cover the following expenditures proposed in the budget:

- ❖ Administrative Costs
- ❖ Charter Renewals
- ❖ Stationery, Printing & Postage
- ❖ Training
- ❖ Program
- ❖ Projects and Ministries
- ❖ District, Conference Jurisdiction & National Support



- ❖ The Scouting Ministry
- ❖ The National Gathering of United Methodist Men (held every 4 years)
- ❖ Mission Projects
- ❖ Meals for Millions
- ❖ Prayer Advocate Ministry

It is recommended that the local unit direct the treasurer to open a checking account at a local financial institution in the name of the organization. A checking account is recommended because it gives the Treasurer, as well as the local unit, easy access to the funds available. A checking account also provides the organization with a permanent record of receipts and disbursements. According to the 2004 *Book of Discipline*, ¶257, 8, b, UMMen units may have their own bank accounts.

In setting up an account for United Methodist Men in the local church, it is advisable to work closely with the pastor and follow your church tradition related to bank accounts held by church groups.

It is further recommended that two signatures be required on all checks. These signatures should be that of the Treasurer and the President. In addition to the signatures of the Treasurer and the President, in some instances an alternate signature is made a part of the bank resolution in the event one of the other signatures is not available.

The finance/Executive Committee should arrange for the books of the Treasurer to be audited on an annual basis. The books/records of the Treasurer are the property of the local organization and should be turned over to authorized persons when requested to do so. All records including books, bank statements, canceled checks should be retained, and not disposed of unless directed to do so by the organization.

*The 2004 Book of Discipline* paragraph #2302 assigns responsibility for chartering, organization and programming to the General Commission on United Methodist Men. Under this disciplinary provision, the General Commission on United Methodist Men has approved the following officers as being appropriate at the local, district, conference, jurisdictional and national levels: President, Vice President, Secretary and Treasurer.

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