

Treasurer overview

Course	Congregational Leadership Training
Unit name	Treasurer

Unit overview

Overview	The training is facilitated by an online presentation. Treasurer is offered in a format that is similar to a webinar presentation, with the participant viewing and listening to the presentation and responding to the short quiz at the end of the presentation.
Learning outcomes	<p>Upon completing Treasurer, it is expected that the participant will be able to</p> <ul style="list-style-type: none"> • Keep accurate records • Pay promptly all authorised accounts • Ensure salaries and conditions match awards • Monitor compliance with statutory requirements • Ensure money is deposited according to congregational policy and procedures • Prepare financial reports • Report financial position and recommend action • Organise independent audits • Communicate with the LCA district office • Maintain an asset register.
Topics	The topics are based on the <i>LCA Governance Handbook for Parishes and Congregations</i> which is available within the Treasurer unit and the Foundations unit.
Resources required	The required resources are available within the Treasurer unit and are found in the Resources tab.
Time breakdown	Content time: 25 minutes
Additional training	No additional training is required for treasurers upon completion of the Congregational Leadership Training Treasurer unit. It is highly recommended, however, that the participant first completes the Foundations unit as the content of the Treasurer unit presumes knowledge that is covered in Foundations.
General instructions and conditions	The training is undertaken on an individual basis. A short quiz concludes the training and is a requirement for completion and to receive your certificate.