

FINANCE DIVISION

Division responsibilities

1. Responsible to the Treasurer of the Society for the up-to-date keeping of the financial books.
2. Oversee the preparation of the annual budget, deposit and receipt of moneys, pay accounts payable.
3. Oversee obtaining of offering envelopes; plan and facilitate a safe system of handling funds during the festival.
4. Oversee procurement of funds for Missions Fest

DIVISION SECRETARY

1. Prepare agenda with divisional coordinator for monthly planning meeting.
2. Record & distribute minutes to Departments.

DEPARTMENTS

1. **BOOKKEEPER** - Deposit and receipt all funds received; pay accounts payable.
Keep the financial books; provide monthly statements: bank reconciliation that includes cash balance; receipts & disbursements (income) statement.
annual reports: year end receipts & disbursements statement & balance sheet for the Annual General Meeting.
2. **HEAD TELLER** – In preparation for the Missions Fest™ conference, recruit captains for six counting teams, one team for each plenary session during the festival; oversee collection of moneys from donation boxes and each plenary session/youth rally; arrange for secure deposit & transfer of moneys to the bank.
3. **MEMBERSHIP SECRETARY** - Keep current lists of members of the Society. Make available Application for Membership forms for official church representatives during the year. Make current lists available at the Annual General Meeting. Keep current lists of Directors & Planning Team.
4. **REGISTRAR** - Responsible for the registration of sponsoring churches and mission agencies. This includes the providing/ mailing of registration materials, recording, receipting and confirming of registration; on-site check-in of agencies.