

## **Diocesan SOYO Treasurer Duties**

***“I can do all things through Him who gives me strength.”  
(Phil 4:13)***

**Above all, make sure God is the center of everything you do as Treasurer – your job is to work for the glory of God. You are a leader of your Diocesan SOYO. Lead by example, because whether you realize it or not, the other teens look up to you, respect you, and watch every move you make; which is why they elected you. It is essential that you act in an Orthodox Christian manner at all times, and serve as a leader and friend to all teens.**

### **General Duties**

- Be in good standing and communion with the Orthodox Christian Church
  - Be actively involved in the church, its services, and its functions and activities
- Submit a written report following the delegates and parish Life Conference to:
  - NAC President
  - Chairman of the Department of Youth Ministry
  - NAC Teen SOYO Spiritual Advisor
- Pray for chapters in Diocesan SOYO and all the SOYO members, priests, and members of the Archdiocese
- Provide positive leadership and stimulate spiritual growth
- Be F.A.T.: Flexible, Available, and Teachable for Christ and His ministry
- Pay attention at all meetings and add positive and constructive input
  - Never put other people and their ideas down, even if you do not agree with them
- Listen to everybody (SOYO members, priests, lay advisors, etc.) A lot of people have great ideas, so always listen to them!
  - Encourage respectful expression of individual ideas
- Stay in close contact with
  - Diocesan Bishop, NAC President, chairman of Dept. of Youth Ministry, and NAC Spiritual Advisor, and other executive board members
  - The other Diocesan Officers, Spiritual Advisor, and Youth Director
  - Chapter SOYO Presidents in your Diocese
  - Diocesan Priests (include in diocesan e-mail distribution lists)
- Assist other officers with anything they may need
- Make yourself easily available for questions to the local Teen SOYO chapters
- Put contact information on everything! (e-mails, letters, etc.)
- Attend all meetings, church services, and activities at Diocesan and NAC events
  - Attend NAC Leadership Training
  - Help to keep the pace of the meetings up tempo
- Adhere to all deadlines

- Provide opportunities for the group and individual involvement
- Be organized
- Enforce all rules and regulations

### **Specific Duties**

- Maintain financial books throughout term
- Make certain that all checks have two signatures (at least one should be either the Spiritual Advisor or the Youth Director)
- Keep up with all incomes and expenses
- Set deadline for dues
- Collect dues from parishes
- Make sure chapters are informed of dues system
  - Send out emails
  - Call chapter Presidents and/or parish priests
  - Mail notices to unpaid chapters
- Take charge of fundraising and gather ideas for new fundraising tactics
- Prepare financial reports for Diocese General Assemblies and NAC reports
  - Email to officers for approval prior to meetings
- Present financial reports at general assemblies
- Help with email newsletters, phone calls, and updating website
- Attend each meeting and make plenty of copies of the report (if you cannot attend the meeting, make sure the Advisors and President are informed and you have your report with sufficient copies at the meeting)
- Keep a running balance of the money for the diocese
- At meetings collect money for the Special Funds Collection
- Send out sufficient emails throughout the year informing the diocese of the finances of the region and asking for dues
- Make sure each parish is up to date in paying there dues and assessments money
- Pay your diocese's NAC dues by the Midwinter Meeting (\$75 per chapter in the diocese), Youth Workers Fund, and anything else required
- Pay all bills for the rooms and transportation of delegates to NAC events (depending on your respective diocesan constitution)
- Send invoices and bills to churches that have not paid their dues for the year after the fall Delegates Meeting
- Have financial reports for the Delegates Meetings and NAC meetings
- Keep the executive board up to date on financial status
- Save all receipts

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### 1. Overview

This is the most general description of a Treasurer's duty and obligations as well as some reminders.

- You are Mr. /Mrs. Moneybags. You are in charge of the cash flow. This means writing checks, **creating fund raisers**, depositing money, and keeping track of it all.
- As with any official position, check with all your other officers before making a decision requiring the spending of money.
- Don't be lazy! Be prompt!
- Things you'll need to purchase(if you need them): envelopes, stamps, an accordion folder, and anything else that you might need which is necessary for your treasury duties

### 2. Taking the reigns from the previous Treasurer

This is the first thing you deal with as Treasurer, and these are the things which need to be done.

- Talk with the previous Treasurer about what in the world is going on and get all the Treasurer stuff.
- Sign the signature papers  
The Signature papers are basically papers you and the Spiritual Advisor sign that tell the bank who is able to sign DIOCESE checks and where they are supposed to send Bank Statements  
Our checks need 2 (two) signatures before they are used.
- Contact all local Presidents informing them to send their dues to your address for deposit, ASAP.

### 3. Receivables

#### Depositing stuff:

- The previous Treasurer should have all the churches who paid dues and how much they paid from the previous year. As well as any other main income. This will help you see what is to come. All forms of money are either a check or some cash.
- when you are depositing a check here is what needs to be done:
  - Copy the check
  - Fill out Bank deposit slip
  - Put check and deposit slip into bank's envelope then close envelope
  - Check the box for a return receipt and then send
  - Attach the return receipt to the copied check and stick in folder
  - Record transaction in Ledger
- when you are depositing cash and change here is what needs to be done:
  - Take money to the bank and ask for a Cashiers check
  - Treat it like a check and follow the rules for depositing a check

### 4. Payables

This is when you have to write a check in order to pay someone off. Common sense would say that, “if you are writing a check for more than there is in the bank, don’t write the check.”

- Payables go out only one way, in the form of a check.
- Usually you have to pay for airfare, room and board, fund raisers, and reimburse you and your officers for anything they spent DIOCESE related.
- This is what needs to be done when doing a payable
  - Fill out the check for the exact amount, to the proper person, and with a proper memo
  - Get both required signatures
  - Copy check and put copy in the folder.
  - Give check to person or place, or send to person or place needing to be paid
  - Update Bank Ledger (note which check number it was)

## 5. Bank Statements

This is a self-check as well as making sure the bank hasn't messed up.

- At the end of each month you will receive a Bank statement that tells you all which was deposited and spent for that month, as well as show you copies of checks you wrote as payables
- Cross examine this statement with your bank ledger to make sure everything is spic and span.

## 6. Bank Ledger

Throughout this whole thing I am always mentioning a bank ledger. So you are probably guessing that it is pretty important. Well.... it is. It is what you use for meetings, Bank statement, organization, and basically everything.

Here is an example of the 2006/2007 digital bank ledger done with Microsoft Excel.

4-Aug-06	#1163	Fr. Antony Bahou	50% reimbursement for room at summer meeting	(\$39.00)		(\$76.01)
4-Aug-06	deposit	Cash	T-shirt Sales @ summer meetings		\$165.00	\$88.99
28-Aug-06	Deposit	Checks	Random T-shirt Sales		\$30.00	\$118.99
20-Oct-06	deposit	checks and cash	T-shirt		\$225.00	\$343.99
20-Oct-06	deposit	Checks	Dues from St. Peter Ft. Worth		\$300.00	\$643.99
20-Oct-06	deposit	checks	Dues From St. Elijah OKC		\$300.00	\$943.99
20-Oct-06	#1115	Karim Azar	Reimbursement DOWAMA 500 wristbands	(\$245.00)		\$698.99
16-Nov-06	deposit	checks and cash	bracelets		\$717.00	\$1,415.99
16-Nov-06	Deposit	checks	Dues from St. George Cathedral		\$300.00	\$1,715.99
16-Nov-06	deposit	checks	bracelets		\$158.10	\$1,874.09
25-Nov-06	Deposit	Checks	bracelets		\$304.05	\$2,178.14
3-Dec-06	Deposit	Checks	Cut from P.L.C.		\$901.99	\$3,080.13
5-Dec-06	#1116	Karim Azar	Reimbursement DOWAMA 1000 wristbands	(\$400.00)		\$2,680.13
5-Dec-06	Deposit	Checks	bracelets		\$160.00	\$2,840.13
27-Jan-07	Deposit	Checks	bracelets		\$305.00	\$3,145.13
27-Jan-07	Deposit	Checks	Dues from Sts Peter and Paul Topeka, KS		\$150.00	\$3,295.13
27-Jan-07	Deposit	Checks	Dues from St. George El Paso, TX		\$300.00	\$3,595.13
27-Jan-07	Deposit	Checks	Dues from St. Nicholas Shreveport, LA		\$150.00	\$3,745.13

This picture is pretty much self-explanatory. But here is a play-by-play just in case (from left to right)

- Date of entry on left
- Deposit is written as: "Deposit"
- Payable is written as: Check number
- What the deposit is made up of, or to whom you are paying
- what the transaction was for or what the transaction went too
- negative numbers (payable) in red
- Income in black
- Total at the far right

## 7. Meetings

This explains what you need to do for a meeting

- Make a prettier bank ledger with just Incomes, Expenditures, Dues, and final Balance
- Talk about what has been going on in terms of money throughout the year so far
- Make fun of everyone who has fallen asleep in the meeting

## 8. Retiring from the Treasury

The Golden Rule applies here, do unto other as you would have done unto you. Get the signature papers from the bank, balance the books, and wish the new Treasurer luck.

## 9. How in the world God fits into any of this!

As always, God should be an integral part of your life. Keep this in mind as you complete your duties as a Treasurer. Be a good Christian and fulfill that which is asked of you by God. Have honor, and don't try to cheat anyone out of anything. Try to be more like a Christian and less like a tax collector. Remember that you are doing good works and as it states in 1 Timothy 6:18-19, "Let them do good, that they be rich in good works, ready to give, willing to share, storing up for themselves a good foundation for the time to come, that they may lay hold on eternal life."