



St. Luke's Lutheran Church & School

Oakfield, WI

Treasurer - Duties

- The treasurer will work with the Financial Secretary to ensure the accuracy in the reporting of all monies received.
- All disbursements will be made to ensure prompt payment of all bills and debts owed by St. Luke's Lutheran Church.
- The above disbursements will be done in accordance to the directions given by the church council and/or the voting members of the congregation.
- Reports will be given monthly to the church council and quarterly to the voting members of the congregation.
- Special reports will also be given upon request of either the church council or the voting members of the congregation.
- All records shall be audited annually or at any time requested by either the church council or the voters of the congregation.
- The treasurer will verify the balance of the check book against the statement received from the bank.

Current assistants:

Joanne Tetzlaff: Computer entry of all checks and deposits

Marcia Pflum: (M.J. Pflum & Associates) Assistance with state and federal reporting of payroll withholdings, W-2's and 1099's