Treasurer Duties
Pam Creasy

The Treasurer is responsible for managing the SCVdC funds and maintaining the financial records. The Treasurer is a volunteer position awarded by Secretariat and is accountable to the Lay Director and members of the Secretariat.

Essential Functions and Responsibilities

1. Fiduciary responsibility for SCVDC funds.
2. Receive and deposit funds.
3. Record deposits for weekend donations (Team and Pilgrim).
4. Record all other deposits.
5. Reconcile all accounts – checking and investment accounts
6. Pay all bills and reimbursements of expenses in a timely fashion.
7. Use compatible software to keep records (currently Excel).
8. Maintain designated and restricted funds. Maintain details related to Set-aside and Scholarship funds.
9. Prepare monthly and annual reports (Excel worksheets) and report to the Secretariat.
10. Coordinate with Rector/Rectora, Pre-weekend Chair, and Head Chas for proper accounting for attendance and donations, as well as expenses related to each area. Provide each with an electronic copy of the Guidelines for Financial Responsibilities of Via de Cristo Team Leaders. Prior to a Weekend, check with the Rector/Rectora whether they want an advance to cover expenses. Check with Pre-Weekend chair to see if any supplies are needed for the weekend – Pilgrim's Guides, Commitment cards, Group Reunion Cards, Crosses, etc.
11. Prepare weekend analysis following the weekends.
12. Prepare a budget for future weekends based on facilities and associated costs, estimated team and pilgrim head counts.
13. Prepare a preliminary budget for Secretariat to include recurring income and expenses.
14. Prepare and file necessary government and corporate forms: IRS Tax Report Form 990-N. Deadline for filing is May 15th of each year. Failure to file for three consecutive years will result in the loss of SCVDC's tax-exempt status.

Other Duties of Treasurer

1. Maintain an accurate and timely manual for this position including a timeline of responsibilities.
2. Train and assist in the transition of any future treasurers.

Recommended Knowledge and Skills

1. Accounting and financial record keeping skills, knowledge of excel helpful.
2. Diligence in follow through.
3. Good time management skills.
4. Able to create budgets.
5. Work well with others.

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Finance Committee Duties
2026-2027
Pam Creasy, Gus Martschink, and Joey Hydrick

The Finance Committee will consist of three members. The Treasurer, Lay Leader, and one other member to be determined by Secretariat.

1. The Finance Committee has no authority to implement any action without the Secretariat’s vote of approval.

2. The Finance Committee will report directly to the Secretariat Committee with recommendations regarding investments. All recommendations from the Finance Committee will be considered by the Secretariat and final decisions are the exclusive right of the Secretariat Committee.

3. The Treasurer will be the only person on the Finance Committee who will have the authority to make transactions. The other two members of the Finance Committee will have a “view only” access for the purpose of review and recommended actions.

4. The third member of the Finance Committee shall either be a current member of Secretariat or a former member of Secretariat.

5. The Finance Committee’s protocol will be to do research, discuss, then vote to seek Secretariat's approval of what is requested from the Finance Committee.

6. The Finance Committee will review all funds and determine, when necessary, to manage donations and fund balances as it relates to the Secretariat's Weekend break-even policy and cash flow maintenance.

7. The Finance Committee, with the Treasurers’ guidance will assist in:
   7-A) Creating the Annual Budget to be presented to the Secretariat for review.
   7-B) Creating a Weekend Budget to be presented to Secretariat for review and approval.
   7-C) Creating a Post-Weekend analysis for Secretariat’s review.
   7-D) The Secretariat Committee has the exclusive right to accept, modify, or reject recommendations from the Finance Committee.