

The Maryland Episcopal Cursillo

THE SECRETARIAT

COMPTROLLER

1. Collects monies.

- Facilitates the opportunity for offerings to be collected at all Clausuras, Reunion Ultreyas and other large meetings of the Community.
- Deposits all monies received into the Community account within 30 days of receipt.

2. Maintains financial records.

- Maintains written records of all incoming financial transactions.
- Forwards monthly reports to the treasurer in a timely fashion.
- Provides a financial report to the Secretariat at the regular Secretariat meetings.
- Assists the Treasurer in preparing the Annual Budget.
- Assists the Treasurer in preparing for the Annual Account Review.
- Prepares and distributes receipts for all monetary donations within a month of receiving the funds.

3. Serves as the advisor to the Secretariat for Stewardship.

- Develops Stewardship letters to the fellowship no less than annually.
- Provides the letter to the Communication Coordinator for distribution via email.

4. Participates.

- Attends Fourth Day Activities, the Annual Diocesan Ultreya, Las Mananitas and Clausura, Ultreyas, and other special Cursillo functions when possible.
- Supports the MEC with their time, talent and treasure when possible.