



# Fund Balance Report

The Committee on Finance is required to make provision for an annual audit of the records of all the financial officers (including the financial secretary or church business manager and treasurers) of the church and all its organizations and shall report to the Charge Conference. Guidelines for handling of and accountability for funds can be found in the 2009-2012 *United Methodist Church Financial Records Handbook*, and in *Guidelines for Leading Your Congregation: FINANCE* available at <http://www.cokesbury.com>, and *The Local Church Audit Guide* available at [www.gcfa.org](http://www.gcfa.org).

**THIS REPORT IS TO BE COMPLETED AFTER THE END OF THE YEAR**  
**This report does not need to be included with your other charge conference forms**

Copies of this report should be filed with the recording secretary, pastor, district superintendent, and chairperson of the committee on finance.

\_\_\_\_\_ Church \_\_\_\_\_ Charge  
 \_\_\_\_\_ District \_\_\_\_\_ Annual Conference

For the period beginning January 1, \_\_\_\_\_ and ending December 31, \_\_\_\_\_

**1. RECEIPTS, DISBURSEMENTS, AND BALANCES** *(Round to nearest dollar.)*

LOCAL CHURCH FUNDS (Use those applicable to your church.)	(a) Balance at Beginning of Period	(b) Cash Received and Recorded	(c) Total Disburse- ments for Period (-)	(d) Transfers + (-)	(e) Balance End of Period
General Fund	\$	\$	\$	\$	\$
Benevolence Fund					
Building or Improvement Fund					
Board of Trustees' Fund					
United Methodist Women					
United Methodist Youth Fellowship					
United Methodist Men					
Church School					

Other Organizations or Funds:

Name:					
Name:					
Name:					
Name:					
Name:					
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Total Amount of cash in <i>all</i> treasuries of the church	\$	\$	\$	\$	\$

2. The Auditors \_\_\_\_\_ **Auditing Committee** \_\_\_\_\_ (check one) has examined the accounts listed on the front side; reviewed procedures of counting and accounting under the current *Book of Discipline*, has reconciled receipts and disbursements with bank deposits and bank balances; and has found the balances displayed to be correct, procedures proper, and records properly kept, except as noted below. (*Attach additional pages as needed.*)

3. **RECOMMENDATIONS for changes in financial policies and practices.** (*Attach additional pages as needed.*)

*Signatures of the Church Audit Committee (if applicable)*

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Member

Date: \_\_\_\_\_

Date: \_\_\_\_\_