

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

THE UNITED METHODIST CHURCH

COMMITTEE ON FINANCE and CHARGE CONFERENCE



Report of the Annual Audit

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 an accountability for funds can be found in the *Local Church Financial Records Handbook* and in *Guideline for Your Congregation: FINANCE*.

Church

Charge

District

Conference

For the period beginning _____, _____, and ending _____, _____,

I. RECEIPTS, DISBURSEMENTS, AND BALANCES (Round to the 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 Ministries					
United Methodist Men					
Church School					
Other Organizations or Funds:					
Name:					
Name:					
Name:					
Name:					
Name:					
Name:					
Name:					
Name:					
Total amount of cash in all treasuries of the church					

*Note: Column (c) must be entered as a negative number. Example: -50
 Column (d) may be entered as either a positive or negative number.

REPORT OF THE ANNUAL AUDIT, *CONTINUED*

II. RECOMMENDATIONS

III. The Auditors **Auditing Committee** **(check one box)** 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.

Signed: _____
Auditor or Auditing Committee Chair

Date _____

[*<< Top of document*](#)

[*<< Charge Conference Forms Main Menu*](#)

[*<< Records and Statistics Page*](#)

