

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 _____

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.

Report of the Annual Audit 2001-2004

Instructions to the Report of the Annual Audit

The auditor needs to prepare this report for the Committee on Finance and the Charge Conference. In addition, the auditor should prepare a report on the church's accounting control system and recommend any improvements to the Committee on Finance. In order to complete this report, the auditor will need last year's completed report (if this form was not used, obtain whatever form/report that was used) and the current year's general ledger(s). This annual report should include all funds maintained by the financial officer(s) of the church.

Instructions for Part I - Receipts, Disbursements and Balances:

Note: All figures are rounded to the nearest dollar.

Column a: Enter ending balances from previous year's report. Remember that last year's ending balances at 12/31/xl should be the same as the current year's beginning balances at 1/1/xx.

Column b: Enter the cash received and recorded for each of the funds (1/1-12/31).

Column c: Enter total disbursements for the period (1/1-12/31).

Column d: Enter any transfers made between the funds (example: Board of Trustees fund makes a transfer to the Building Fund of \$1,000.. .Enter (\$1,000) on the Board of Trustees line and enter \$1,000 on the Building Fund line).

Column e: Enter the sum of column "a", plus column "b", plus or minus column "d", to equal column "e". The figures in this column should tie to the ending balances in the general ledger. If they do not, analyze any differences and make adjustments (journal entries/transfers) accordingly.

Instructions for Part II & III - Exceptions and Recommendations:

Any exceptions or recommendations should be entered in these sections of the report.

Use additional forms if necessary. When complete, the auditor or Audit Committee Chair needs to sign and date the form.