**THIS FORM IS DUE 2 WEEKS BEFORE CHARGE CONFERENCE**

**OR BY NOVEMBER 15, 2021 – WHICHEVER COMES FIRST**

2021 Finance Committee Report

The report of the Finance Committee shall be made on this form, or one revised and adapted by the Annual Conference. Numbers in parentheses refer to paragraphs of the 2016 *Book of Discipline*. For this year, we are following the procedures as outlined in the 2016 *Book of Discipline*, unless otherwise noted.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Town and Church** Click or tap here to enter text. |  | **Charge** Click or tap here to enter text. |  |
| **District** Click or tap here to enter text. |  | **Annual Conference** Click or tap here to enter text. |  |

## **I. ORGANIZATION**

1. a. Has the committee been organized according to the 2016 *Book of Discipline* (¶258.4)?

 [ ]  Yes [ ]  No

 b. Names of officers?

|  |  |  |  |
| --- | --- | --- | --- |
| Chairperson | Click or tap here to enter text. | Vice Chairperson | Click or tap here to enter text. |
| Treasurer(s) |  Click or tap here to enter text. | Financial Secretary | Click or tap here to enter text. |

## **II. BUDGET AND COMMITMENT PLAN**

An approved budget is due to the District Office on or before December 31, 2021. The committee must give Church Council an opportunity to request financial support for recommended ministries (¶258.4).

2. How frequently does the Financial Secretary/Treasurer send members and contributors regular reports of their giving?

[ ]  Monthly [ ]  Quarterly [ ]  Semi-annually [ ]  Annually [ ]  Never, we do not send reports

3. Is giving by individual participants in the local church regularly reviewed? [ ]  Yes [ ]  No

 a. If yes, by whom?

 Pastor [ ]  Yes [ ]  No
 Finance Team [ ]  Yes [ ]  No

 b. If no, why not? Click or tap here to enter text.

4. What are the plans for raising sufficient income to meet the budget adopted by the Church Council (¶258.4)? Click or tap here to enter text.

5. Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge? [ ]  Yes [ ]  No

 If no, why not? Click or tap here to enter text.

**III. THE HANDLING OF CHURCH FUNDS**

6. Does the Treasurer regularly make reports to the Committee on Finance and the Church Council on the financial position of the church (¶258.4b)? [ ]  Yes [ ]  No

 If no, why not? Click or tap here to enter text.

7. Are all remittance payments made monthly to the Conference office?

 [ ]  Yes [ ]  No

 If no, why not? Click or tap here to enter text.

8. a. What bank(s) have been designated by the Church Council as a depository (¶258.4e)? Who are the signatories on the account (at least 2)? Please name below.

|  |  |  |
| --- | --- | --- |
| Bank:Click or tap here to enter text. |  | Signatories:Click or tap here to enter text. |
| Bank:Click or tap here to enter text. |  | Signatories:Click or tap here to enter text. |
| Bank: Click or tap here to enter text. |  | Signatories:Click or tap here to enter text. |

 b. The standard deposit insurance amount is $250,000.00 per depositor, per insured bank, for each account ownership category. Are all accounts FDIC insured at the current FDIC insurable limit? [ ]  Yes [ ]  No

 If not, why not? Click or tap here to enter text.

 c. Are all accounts in the name of the church? [ ]  Yes [ ]  No

 If not, why not? Click or tap here to enter text.

 d. Are all statements sent to the church? [ ]  Yes [ ]  No

 If not, why not? Click or tap here to enter text.

9. On a separate sheet, list all accounts and balances held by or on behalf of the church, including checking, savings, memorials, reserves, foundations, loan boards, parsonage funds, endowment and all other funds.

10. a. Has the committee established written financial policies to document the internal controls of the local church (¶258.4c)? *(Attach as a supplement.)* [ ]  Yes [ ]  No

 b. Have these policies been reviewed by the committee in the last five years and found to be adequate and effective (¶258.4d)?

 [ ]  Yes [ ]  No

11. Are the church offerings counted by a counting committee in accordance with the mandates of the *Discipline* (¶258.4a) (at least two persons not of the immediate family residing in the same household)? [ ]  Yes [ ]  No

 If not, why not? Click or tap here to enter text.

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance? (¶258.4a, e)? [ ]  Yes [ ]  No

 If not, why not? Click or tap here to enter text.

13. a. Have the financial records of the church and all its organizations been audited for the prior fiscal year? (Auditing committees can be composed of persons unrelated to the treasurer, financial secretary, pastor[s], finance committee chair, business manager, those who count offerings, and the church secretary, or by an independent, certified public accountant [CPA], accounting firm, or equivalent; 2016 *Book of Discipline*, ¶258.4*d*) [ ]  Yes [ ]  No

 b. If not, why not? Click or tap here to enter text.

 c. Were there any recommendations or exceptions? [ ]  Yes [ ]  No

 If yes, please list recommendations on a separate sheet or attach the report containing the recommendations. Click or tap here to enter text.

 d. If there were recommendations or exceptions, how has the church addressed them?

Click or tap here to enter text.

Please note that under current EPA UMC policy, all pastors, employees, and volunteers who handle money are bonded.

Finance Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: Click or tap here to enter text.

Date: Click or tap here to enter text.

Pastor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: Click or tap here to enter text.

Date: Click or tap here to enter text.