## **Fund Balance Report**

## The General Council on Finance and Administration, The United Methodist Church

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 of funds can be found in the 2017-2020 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 http://www.gcfa.org/forms-andresources/financial-forms/.

## THIS REPORT IS TO BE COMPLETED BETWEEN JAN. 1 AND FEB. 1

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 \_\_\_\_\_\_ and ending December 31, \_\_\_\_\_.

Receipts, Disbursements, and Balances (Round to the nearest dollar) 1.

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:							

Total amount of cash in all 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
Printed Name:		Printed Name:	
Date:		Date:	