

Annual Audit – 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 an accountability of 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.gcfa.org. and The Local Church Audit Guide, available at http://www.gcfa.org.

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

Church: Charge:	committe	e on finance.						
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LOCAL CHURCH FUNDS (Use those applicable to your church) General Fund Benevolence Fund Building or Improvement Fund Board of Trustees' Fund United Methodist Women United Methodist Women Church school Other Organizations or Funds (enter name) Name: Name: (a) Balance at Beginning of Period Cash Received Disburse- ments for Period (·) Transfers + (·) Frand France End Of Period Period Other Organizations or Funds For a control or co	For the period beginning _January 1		and ending December 31					
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District:	Annual Conference:			
For the period beginning _January 1	and ending December 31			
2. The Auditors Auditing Committee (check one reviewed procedures of counting and accounting under the disbursements with bank deposits and bank balances; and procedures proper, and records properly kept, except as no	current <i>Book of Discipline</i> : has reconciled receipts and has found the balances displayed to be correct,			
3. Recommendations for changes in financial policies a	and practices (attach additional pages as needed):			
Signatures of the Church A	udit Committee (if applicable)			
, Chairperson	, Member			
Printed Name	Printed Name			
Date	Date			

INSTRUCTIONS

Rationale: Audits are for the benefit of the local church. They are our first line of defense against the possibility of funds being misused. ¶258.4d of *The Book of Discipline of The United Methodist Church* 2012 instructs the Finance Committee of each local church to provide for an annual audit of each local church account.

It is strongly recommended by the Cabinet that the audit be done by a nonmember of that particular church, with the Guideline sheet being signed by that person, and mailed by that person to both the District Office and the local church Finance Chairperson. Suggestion: churches barter with each other for use of personnel to conduct the audit, i.e., "I'll do yours, if you will do mine." If a member of the church being audited is chosen to do the audit, that member MUST be a person who is not currently a financial officer of any of the accounts, nor the spouse or immediate family member of any such financial officer. Churches with budgets in excess of \$200,000 are urged to pursue a professional audit. Church members doing audits are also asked to provide a copy of the Guideline sheet to both the District Office and the church Finance Chairperson.