The United Methodist Church

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.cokesbury.com, 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 committee on finance.

Church: ______________________ **Charge:** ______________________

District: ______________________ **Annual Conference:** ______________________

For the period beginning _January 1_____________ **and ending** December 31______________

1. **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 Fellowship						
United Methodist Men						
Church school						
Other Organizations or Funds (enter name)						
Name:						
Total amount of cash in the treasuries of the church						

Church: ______________________ **Charge:** ______________________

District: ______________________ **Annual Conference:** ______________________

For the period beginning _January 1_______________ **and ending** December 31____________________

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

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.