



# Fund Balance Report (This form is required)

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 2013-2016 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>.

**THIS REPORT IS TO BE COMPLETED BETWEEN JAN. 1 AND FEB. 1**  
 THIS REPORT SHOULD NOT BE INCLUDED WITH YOUR OTHER CHARGE CONFERENCE FORMS

*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, \_\_\_\_\_

**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 Disbursements 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					
<b>Other Organizations or Funds (enter name):</b>					
Name:					
<b>Total amount of cash in all treasuries of the church</b>					

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: \_\_\_\_\_

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**Fund Balance Report, 2013-2016**

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