

AUDIT REPORT OF FUND BALANCES

For More Information on Church Finance and Administration Go To: [www.gcfa.org](http://www.gcfa.org)

Church: \_\_\_\_\_ Pastor: \_\_\_\_\_  
 Address: \_\_\_\_\_ District: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Please Make And Distribute Copies For:

- District Superintendent,  Finance Committee Chairperson,  Pastor,  Recording Secretary

**DUE: DECEMBER 31**

The Committee on Finance is required, ... ¶258.4c – *The Book of Discipline of The United Methodist Church – 2008*, 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 accountability for funds can be found in the *Local Church Financial Records Handbook* and in *Guidelines for Leading Your Congregation: Finance*, and *The Local Church Audit Guide*, available at: [www.gcfa.org](http://www.gcfa.org).

Did you compete and file your Audit Report from last year?  Yes or  No

For The Fiscal Year Ending: December 31, \_\_\_\_\_

LOCAL CHURCH FUNDS	BEGINNING OF YEAR	RECEIPTS	DISBURSEMENTS	END OF YEAR
<b>GENERAL FUND</b>				
<b>SPECIAL FUNDS:</b>				
Benevolence Fund				
Building/Improvement Fund				
Trustees Fund				
Church School Fund				
Memorial Fund				
Endowment Fund				
<b>ORGANIZATION FUNDS:</b>				
United Methodist Men				
United Methodist Women				
United Methodist Youth				
<b>OTHER MINISTRIES WITH OWN TREASURER:</b>				
Child Care Centers				
<b>TOTAL OF ALL FUNDS</b>				

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RECOMMENDATIONS:

Check One Box:  The Auditors  The Auditing Committee

...have examined the accounts listed on this form; reviewed procedures of counting and accounting under the *Book of Discipline*; have reconciled receipts and disbursements with bank deposits and bank balances; and have found the balances displayed to be correct, procedures proper, and records properly kept.

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*Pastor's Signature*

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*Auditor or Auditing Committee Chairperson's Signature*

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*Date*