

## 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 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).

\_\_\_\_\_ Church \_\_\_\_\_ Charge  
**Greenbrier** District **West Virginia** Conference

For the period beginning January 1, 2018, and ending December 31, 2018

### I. RECEIPTS, DISBURSEMENTS, AND BALANCES

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
Counting Committee/ Financial Secretary's Records					
General Fund					
Benevolence Fund					
Building or Improvement Fund					
Board of Trustees' Fund					
United Methodist Women					
United Methodist Youth Ministries					
United Methodist Men					
Other Organizations or Funds					
Name:					
Name:					
Name:					
Name:					
Church School					
Organized Church School Classes					
Name:					
Name:					
Name:					
Name:					
Name:					
Name:					
Total amount of cash in <i>all</i> treasuries of the church					

\*Note: **Column (c)** must be entered as a negative number. **Example:** -50  
**Column (d)** may be entered as either a positive or negative number, for all transfers out, please use a minus sign.

## II. RECOMMENDATIONS

**III. THE AUDITORS**      **AUDITING COMMITTEE**      **(CHECK ONE)** examined the accounts listed on the front side; reviewed procedures of counting and accounting under the current *Book of Discipline*; reconciled receipts and disbursements with bank deposits and bank balances; and found the balances displayed to be correct, procedures proper, and the records properly kept, except as noted below.

**Copies of this report should be filed with the recording secretary, pastor, district superintendent, and chairperson of committee on finance.**

Signed: \_\_\_\_\_  
Auditor or Auditing Committee Chair

Date: \_\_\_\_\_