

Charge Conference Forms:

Fund Balance Report

This form may be filled out online and printed.

Please note: The filled out form **can not** be saved on your computer.

[Click here](#) or **Scroll down** to view the Fund Balance Report.



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 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.

Church

Charge

District

Conference

For the period beginning _____, _____, and ending December 31, _____.

I. 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 Ministries					
United Methodist Men					
Church School					
Other Organizations or Funds:					
Name:					
Name:					
Name:					
Name:					
Name:					
Name:					
Name:					
Name:					
Total amount of cash in all 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.

FUND BALANCE REPORT, CONTINUED

II. RECOMMENDATIONS

III. The Auditors Auditing Committee (check one box) 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.

Signed: _____

Auditor or Auditing Committee Chair

Date _____