

## **Charge Conference Forms:**

### **Annual Report of the Committee on Finance**

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 Annual Report of the Committee on Finance.

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

THE UNITED METHODIST CHURCH

CHARGE CONFERENCE



## Annual Report of the Committee on Finance

The annual report to the Charge Conference shall be made on this form. If additional space is needed for a full report, use extra sheets of blank paper the same size as this form. Numbers in parentheses refer to paragraphs in the 2004 *Book of Discipline*.

**Church** **Charge**  
**District** **Annual Conference**

For the period beginning \_\_\_\_\_, \_\_\_\_\_ and ending \_\_\_\_\_, \_\_\_\_\_

### ORGANIZATION

1. a. Has the committee been organized according to the 2004 *Book of Discipline* (§259.4)?

b. Name officers: Chairperson

Vice Chairperson

Secretary

Financial Secretary

Treasurer(s)

### BUDGET AND COMMITMENT PLAN VISITATION

2. a. Has the committee submitted to the Church Council, or its equivalent, a complete budget for the ensuing year (§259.4)?

b. What percentage of the total budget of the church is designated for benevolences? \_\_\_\_\_ %.

For current expense? \_\_\_\_\_ % For building and/or capital expense? \_\_\_\_\_ %.

c. Did the committee give the Church Council an opportunity to request financial support for recommended ministries (§259.4)?

3. When will the Commitment Plan visitation be conducted?

4. Does the Financial Secretary send members and contributors regular reports of their giving?

Monthly  Quarterly  Semi-annually  Annually

5. Is a list of members and contributors whose pledges are delinquent regularly reviewed by the Financial Secretary and/or the Pastor?

6. What are the plans for raising sufficient income to meet the budget adopted by the Church Council (§259.4)?

7. Does the Financial Secretary report regularly to the Church Council the number of pledging units and total amount pledged, the changes in pledge total since the last report, the number of pledging units paid currently, and the number whose giving is delinquent?

**THE HANDLING OF CHURCH FUNDS**

- 8. Are reports made regularly to the Committee on Finance and the Church Council by the treasurer(s) (§259.4b)?
  
- 9. Are all benevolences and other connectional funds remitted monthly to the conference treasurer (§259.4b)?
  
- 10. a. What bank(s) has been designated by the Church Council as a depository (§259.4d)?
  - b. Are all deposited funds fully guaranteed or insured?    Yes    No
  - c. Is the account(s) in the name of the church?    Yes    No
  - d. List all accounts:

Bank	Account Number	TIN/EIN*

**\*TIN/EIN: Taxpayer or employee identification number. Each local church should have its own TIN/EIN assigned by the IRS through form SS-4.**

- 11. Are the church offerings counted by a counting committee (§259.4a)?
  
- 12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance (§259.4a,d)?
  
- 13. Are financial officers of the church bonded (§259.4b)?
  
- 14. a. Have the books of the financial officer(s) of the church and all its organizations been audited (§259.4c)?
  - b. Were there recommendations or exceptions?    Yes    No

Signed \_\_\_\_\_ Chairperson  
 Date \_\_\_\_\_

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