CHARGE CONFERENCE

THE UNITED METHODIST CHURCH

 **Report of the Finance Committee**

The report of the Finance Committee shall be made on this form, or one revised and adapted by the Annual Conference. Numbers in parentheses refer to paragraphs of the 2016 *Book of Discipline*.

*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** |  |

 DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

## **I. ORGANIZATION**

1.a. Has the committee been organized according to the 2016 *Book of Discipline* (¶258.4)? [ ]  Yes [ ]  No

 b. Names of officers?

|  |  |  |  |
| --- | --- | --- | --- |
| Chairperson |  | Vice Chairperson |  |
| Treasurer(s) |  | Financial Secretary |  |

## **II. BUDGET AND COMMITMENT PLAN**

2.a. Has the committee submitted to the Church Council, or its equivalent, a complete budget for the ensuing

 year? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If not, why? |  |

 b. Did the committee give the Church Council an opportunity to request financial support for recommended ministries (¶258.4)? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If no, why? |  |

3. How frequently does the Financial Secretary/Treasurer send members and contributors regular reports of their giving?

 [ ]  Monthly [ ]  Quarterly [ ]  Semi-annually [ ]  Annually [ ]  No, we do not send reports

4. Is giving by individual participants in the local church regularly reviewed? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If no, why? |  |

5. What are the plans for raising sufficient income to meet the budget adopted by the Church Council (¶258.4)?

6. Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If no, why? |  |

**III. THE HANDLING OF CHURCH FUNDS**

7. Does the Treasurer regularly make reports to the Committee on Finance and the Church Council on the financial position of the church (¶258.4b)? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If no, why? |  |

8. Are all benevolences and other connectional funds remitted monthly to the conference treasurer (¶258.4b)?

 [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If no, why? |  |

9.a. What bank(s) have been designated by the Church Council as a depository (¶258.4d)?

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

 b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If not, why? |  |

 c. Are all accounts in the name of the church? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If not, why? |  |

10.a. Has the committee established written financial policies to document the internal controls of the local

 church (¶258.4d)? *(Attach as a supplement.)* [ ]  Yes [ ]  No

 b. Have these policies been reviewed by the committee and found to be adequate and effective (¶258.4d)?

 [ ]  Yes [ ]  No

11. Are the church offerings counted by a counting committee in accordance with the mandates of the

 *Discipline* (¶258.4a)? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If not, why? |  |

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance

 (¶258.4a, d)? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If not, why? |  |

13. Are financial officers of the church bonded (¶258.4b)? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| If not, why? |  |

14.a. Have the financial records of the church and all its organizations been audited for the prior fiscal year (¶258.4c)? [ ]  Yes [ ]  No

|  |  |
| --- | --- |
|  If not, why? |  |

 c. Were there any recommendations or exceptions? [ ]  Yes [ ]  No

 d. If there were recommendations or exceptions, how has the church addressed them?

 Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Printed Name: |  |
| Date: |  |

**Report of the Finance Committee**

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