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 2020/2024 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 2020/2024 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 not?

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

If not, why not?

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 not, why not?

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 not, why not?

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 not, why not?

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

☐ Yes ☐ No

If not, why not?

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 not?

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

If not, why not?

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 not?

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance (¶258.4a, d)? ☐ Yes ☐ No

If not, why not?

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

If not, why not?

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

b. If not, why not?

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: _____

SEND COPIES TO:

1. The recording secretary
2. Pastor
3. District Superintendent
4. Chairperson of the committee on finance
5. Conference treasurer office
6. Charge conference of which you are a member and an affiliate member
7. Board of trustees
8. Bishop of the area in which you serve

Report of the Finance Committee 2025

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