

## Report of the Annual Audit

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 (Para. 258.4c the 2000 Book of Discipline). We recommend the audit be completed by a professional auditor.

\_\_\_\_\_ Church \_\_\_\_\_ Charge  
 \_\_\_\_\_ District \_\_\_\_\_ Conference

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

**I. RECEIPTS, DISBURSEMENTS, AND BALANCES**

Record	Balance at Beginning of Period		Cash Received and Recorded		Beginning Balance Plus Receipts		Total Disbursements for Period		Balance End of Period	
	XXXX	XX	XXXX	XX	XXXX	XX	XXXX	XX	XXXX	XX
Counting Committee/ Financial Secretary's Records	XXXX	XX	XXXX	XX	XXXX	XX	XXXX	XX	XXXX	XX
Current Expense Fund	\$		\$		\$		\$		\$	
Benevolence Fund										
Building or Improvement Fund										
Board of Trustees										
United Methodist Women										
United Methodist Men										
Other Organizations Name:										
Name:										
Name:										
Church School										
Organized Church School Classes Name:										
Name:										
Name:										
Name:										
Name:										
Name:										
Total amount of cash in all treasuries of the church										

**II. EXCEPTIONS AND RECOMMENDATIONS**

Please list any inconsistencies in keeping records properly, and any recommendations on a separate sheet.

The Auditor (Auditing Committee) has examined the accounts listed above; has reconciled receipts and disbursements with bank deposits, checks issued for vouchers drawn, and bank balances; has found the balances displayed to be correct and the records properly kept, except as noted on separate page.

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

**This form is due into the District Office by May 1 each year.**