

Template: 2021 Fund Balance Report and Certification of Annual Audit (Form 12: page 1 of 2)

The Committee on Finance is required to make provision for an annual audit of the records of all the financial statements of the church and all its organizations and accounts and shall report to the Charge Conference.

Guidelines for handling of an accountability of funds can be found in the 2017-2020 United Methodist Church Financial Records Handbook and in Guidelines for Leading Your Congregation: FINANCE 2017-2020 available at <https://www.cokesbury.com/product/9781501829666/guidelines-finance/?rank=18&txtSearchQuery=Guidelines> and in The Local Church Audit Guide available at <https://www.gcfa.org/forms-and-resources/financial-forms/>.

Note: A copy of Form 12 will be required to be submitted to the district office (as part of the church profile) when an appointment change is being made.

I. RECEIPTS, DISBURSEMENTS, AND BALANCES (Round to the nearest dollar.)

For the period beginning _____ and ending _____

| 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: | | | | | |
| 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.

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The Auditors Auditing Committee (check one box) have/examined the accounts listed on the front side; reviewed procedures of counting and accounting under the current Book of Discipline; have reconciled receipts and disbursements with bank deposits and bank balances; and have found the balances displayed to be correct, procedures proper, and records properly kept, except as noted below.

II. RECOMMENDATIONS

Signed: _____

Auditor or Auditing Committee Chair

Date _____

******Remit to your district office if concerns are noted. Also remit the summary opinion of the quadrennial outside/independent audit.***