

2018-14

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| <b>Church:</b> | <b>Charge:</b> |
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Copies of this report should be filed with the pastor, the district superintendent, the recording secretary of the charge (or church) conference, and chairperson of the committee on finance. **Do not send a copy to the conference office in Charleston.**

## 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 Book of Discipline of the United Methodist Church 2016*.

### ORGANIZATION

1. List current (2018) committee officers, not those who are being nominated for 2019.

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| a. Has the committee been organized according to the 2016 Book of Discipline? (§258.4) |
| b. Current (2018) Chairperson  |
| Vice Chairperson   |
| Secretary  |
| Financial Secretary  |
| Treasurer(s)   |

### BUDGET AND COMMITMENT PLAN VISITATION

- Has the committee submitted to the Church Council a complete budget for the coming year? (§258.4) YES / NO  
If not, why not? \_\_\_\_\_
  - Did the committee give the Church Council (or Council on Ministries) an opportunity to request financial support for recommended ministries (§258.4)? YES / NO  
If not, why not? \_\_\_\_\_
- Will a Commitment Plan visitation be conducted? YES / NO
- Is giving by individual participants in the local church regularly reviewed? YES / NO  
If not, why not? \_\_\_\_\_
- The financial secretary sends members and other contributors regular reports of their giving:  
 Monthly     Quarterly     Semi-annually     Annually     Never
- What are the plans for raising sufficient income to meet the budget adopted by the Church Council? (§258.4)

If not currently paying 100% of Fair Share Apportionment please include in your description of your plans a covenant that indicates the steps you are taking to move towards 100%.

- 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? YES / NO  
If not, why not? \_\_\_\_\_

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**THE HANDLING OF CHURCH FUNDS**

- 8. Are reports made regularly to the Committee on Finance or the Church Council by the treasurer(s)? (¶258.4b)  
YES / NO  
If not, why not? \_\_\_\_\_
- 9. Are all benevolences and other connectional funds remitted monthly to the conference treasurer? (¶258.4b)  
YES / NO  
If not, why not? \_\_\_\_\_
- 10. a. What banks have been designated by the Church Council as a Depository? (¶ 258.4e) \_\_\_\_\_  
b. Are all deposited funds fully guaranteed or insured? YES / NO  
c. Is the account(s) in the name of the church? YES / NO
- 11. Has the Committee established written financial policies to document the internal controls of the local church (¶258.4c)? (*Attach as supplement*) YES / NO  
If not, why not? \_\_\_\_\_
- 12. Have these policies been reviewed by the committee and found to be adequate and effective (¶258.4c,d)? YES / NO
- 13. Are the church offerings counted by a counting committee of two or more persons who are not from the same household? (¶258.4a) YES / NO
- 14. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance? (¶258.4a) YES / NO  
If not, why not? \_\_\_\_\_
- 15. Has bonding been obtained for financial officers of the church? (¶258.4b) YES / NO
- 16. Has the Committee on Finance had the books of the financial officers examined and submitted a Fund Balance Report to the district superintendent within the last year? YES / NO
- 17. a. Have the Financial records of the church and all its organizations been audited for the prior fiscal year (¶258.4d)? YES / NO  
If not, why not? \_\_\_\_\_  
(¶258.4d) **“The committee shall make provision for an annual audit of the financial statements of the local church and all its organizations and accounts. The committee shall make a full and complete report to the annual charge conference. A local church audit is defined as an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons....The audit may include: 1) a review of the cash and investment reconciliations; 2) interviews with the treasurer, financial secretary, pastor, finance committee chair, business manager, those who count offerings, church secretary, etc. with inquiries regarding compliance with existing written financial policies and procedures; 3) a review of journal entries and authorized check signers for each checking and investment account; and 4) other procedures requested by the committee on finance. The audit shall be performed by an audit committee composed of persons unrelated to persons listed in (2) above or by an independent certified public accountant (CPA), accounting firm or equivalent.”**  
b. Were there recommendations or exceptions? YES / NO  
c. If there were recommendations or exceptions, how has the church addressed them? \_\_\_\_\_

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

Date \_\_\_\_\_