

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

## Report of the Local Church Annual Audit Mississippi Annual Conference

**Note:** *Submit directly to district office after the end of current calendar year. You may submit at Charge Conference for previous year this was not submitted to the district office.*

for period beginning January 1, \_\_\_\_\_ And ending December 31, \_\_\_\_\_  
year year

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 the church business manager and treasurers) of the church and all its organizations and shall report to the Charge Conference. Guidelines for handling of an accountability for funds can be found in the **Local Church Financial Records Handbook** and in **Guidelines for Your Congregation: FINANCE**. The **Audit Committee** is selected by the Charge Conference and is composed of persons who do not count or account for funds. This audit may also be conducted by a professional outside auditor.

Very helpful to your audit committee is the *Audit Guide for Local Churches* available at the General Council on Finance and Administration website at <http://www.gcfa.org/audit.html> You will find many other helpful resources here.

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

<b>LOCAL CHURCH FUNDS</b> <small>(Use those applicable for your church)</small>	(a) Balance at Beginning of Period	(b) Cash Received and Recorded	*(c) Total Disbursements 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					
<b>Other Organizations or Funds:</b>					
Name:					
Name:					
Name:					
Name:					
Name:					
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.*

Does the church have ownership or control of any other funds not on this report? Yes \_\_\_ No \_\_\_

*(Continue report on other side of page)*

**Report of the Annual Audit, continued**

Church \_\_\_\_\_ Charge \_\_\_\_\_ District \_\_\_\_\_ Year \_\_\_\_\_

II. **RECOMMENDATIONS** *Audit Committee should write below any recommendations and observations:*

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

Signed: \_\_\_\_\_  
*Auditor or Auditing Committee Chair                      Audit Committee member                      Audit Committee member*

Date: \_\_\_\_\_