

REPORT OF THE ANNUAL AUDIT
Must be submitted by April 1, 2019

The Committee on Finance is required to make an annual audit of the records of all the financial officers (including the financial secretary and/or treasurer) of the church and all its organizations and report to the Charge Conference (See paragraph 258.4d of the 2016 Book of Discipline). A 21 page "Local Church Audit Guide" is available at the district office upon request, or at www.gcfa.org/gcfa-resources.

CHURCH

CHARGE

DISTRICT

CONFERENCE

For the period beginning (date)

and ending (date)

1. Has a complete audit of the financial records of the church been conducted?

YES

NO

If no, when will audit be conducted?

2. Were the records found to be in proper order?

YES

NO

If no, what steps are being taken to correct this? (Attach explanation.)

3. What was the balance on hand in the operational budget as of the beginning date listed above?

\$

4. What is the balance on hand in the operational budget as of the ending date listed above?

\$

5. List all other funds (Building Fund, Cemetery Fund, etc.) and amount in each on the date of this report:

Description of fund

Balance

\$

\$

\$

\$

6. The Auditing Committee has examined the accounts of the church; has reconciled receipts and disbursements with bank deposits, checks issued for vouchers drawn, and bank balances, and has found the balance to be correct and the records properly kept.

Signed:

Date:

Print/Type Name:

Role:

Email Address:

Phone: