

REPORT OF THE ANNUAL AUDIT – 2011

_____ United Methodist Church of _____
(e.g. First) (city)

_____ Charge/Parish
(e.g. multi-point charge; pastor serving multiple churches)

_____ District of the Nebraska Annual Conference

For the period beginning January 1, 2011, and ending December 31, 2011

To be completed and sent to your District Superintendent by February 15, 2012

The committee [on Finance] shall make provision for an annual audit of the financial statements of the local church and all its organizations and accounts. 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 committee shall make a full and complete report to the annual Church Conference (*2008 Discipline*).

The audit shall be performed by an audit committee composed of persons unrelated to the treasurer, financial secretary, pastor(s), finance committee chair, business manager, those who count offerings or church secretary or by an independent certified public accountant, accounting firm, or equivalent. It shall be conducted for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded and determining compliance with local law and local church policies and procedures. It shall be performed in line with the directions of the current *Book of Discipline*.

This form provides for a summary of audits and is to be completed following the end of the calendar year.

A link to a helpful resource for church audits can be found by visiting the website of the General Council on Finance and Administration of the United Methodist Church at http://www.gcfa.org/PDFs/Local_Church_Audit_Guide-revised.pdf

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

FUND	Balance at Beginning of Period	Cash Received (+)	Beginning Balance Plus Receipts	Total Disbursements (-)	Balance at End of Period
General Fund					
Benevolence Fund					
Building/Improvement Fund					
Board of Trustees					
United Methodist Men					
United Methodist Women					
United Methodist Youth Ministries					
Church School					
OTHER ORGANIZATIONS OR FUNDS*:	Balance at Beginning of Period	Cash Received (+)	Beginning Balance Plus Receipts	Total Disbursements (-)	Balance at End of Period
Name:					
Name:					
Name:					
Name:					
Name:					
Name:					
Name:					
TOTAL amount of cash in <i>all</i> treasuries of the church					

*Names and data for additional organizations or funds are to be listed on the back of this form or additional copies of this form.

II. RECOMMENDATIONS:

III. The accounts listed on the preceding page have been examined by _____ **Auditors** _____ **Auditing Committee** (check one).
Procedures of counting and accounting have been reviewed under the current *Book of Discipline* and receipts and disbursements have been reconciled with bank deposits and bank balances using the procedures listed below. Balances displayed have been found to be correct, procedures proper, and records properly kept with the exceptions as noted below.

Procedure used for audit: _____

Exceptions/Comments: _____

Signed _____ Date _____
Auditor or Auditing Committee Chairperson

Copies to: Treasurer, Finance Chair, Pastor, District Superintendent