CHARGE CONFERENCE FORM #2: Annual Report of the Finance Committee

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf2_finance

WHY THE FINANCE REPORT IS REQUIRED

The Book of Discipline 2020/2024 ¶258.4 requires each Finance Committee follow specific criteria for managing funds, both incoming and outgoing. The annual report goes through these requirements and asks the Finance Committee Chair to document and report both compliance with or exceptions to the best practices required by The United Methodist Church.

WHO COMPLETES THIS REPORT

This report is to be completed by the Finance Committee Chair, who may call on other church leadership as needed to complete the form. The Finance Committee Chair and the Lead Pastor of the charge sign this report to complete it.

WHEN THIS REPORT SHOULD BE COMPLETED

Complete and sign at least one week before charge conference.

RESOURCES YOU MAY NEED

The following documents may be needed to complete the work in this report.

- This worksheet to prepare to complete this form (PDF)
- Many questions on this report are repeated each year, so a previous report will be useful to complete this one
- Your most recent billing statement from the Conference Treasurer's Office
- Your written policies on internal accounting controls (sometimes called Financial Policies & Procedures document)
- Your most recent fund balance report (aka audit) (previously annual report #c, currently CCF#23)

DISTRIBUTION OF REPORTS: The following individuals receive a copy of the report with the included information. You do not need to email your form separately to any of the individuals named below.

- **Finance Committee Chair**
- **Pastor-in-Charge**, Lead Pastor, or equivalent
- **Church Office**, if email is provided
- **District Office** for District Superintendent
- **Conference Data Services** for archiving and record updates

REPORT YEAR	
ABOUT THE LOCAL CHURCH	
A. DISTRICT	Choose EAST, HAWAII, NORTH, SOUTH, or WEST
B. LOCAL CHURCH	
C. PASTOR-IN-CHARGE AT LOCAL CHURCH	
D. PASTOR-IN-CHARGE EMAIL	
E. CHURCH OFFICE EMAIL	
i. COMMITTEE ORGANIZATION	
1. HAS THE COMMITTEE BEEN ORGANIZED PER THE BOD (¶258.4)?	Choose YES or NO.
2. FINANCE COMMITTEE CHAIR	
3. FINANCE COMMITTEE CHAIR EMAIL	
4. NAME OF VICE-CHAIR	
5. NAME OF CHURCH TREASURER	
6. NAME OF FINANCIAL SECRETARY	
ii. BUDGET & COMMITMENT PLAN (BOOK OF DISCIPLINE 2020/2024 ¶258.4)	
7. HAS THE COMMITTEE SUBMITTED A COMPLETE BUDGET FOR THE FOLLOWING YEAR TO THE CHURCH COUNCIL OR CHARGE CONFERENCE?	Choose YES or NO.
7a. IF NO, WHY NOT?	
8. DID THE COMMITTEE GIVE THE CHURCH COUNCIL AN OPPORTUNITY TO REQUEST FINANCIAL SUPPORT FOR RECOMMENDED MINISTRIES?	Choose YES or NO.
8a. IF NO, WHY NOT?	
9. HOW OFTEN DOES THE FINANCIAL SECRETARY OR TREASURER SEND MEMBERS AND DONORS GIVING STATEMENTS TO SUMMARIZE WHAT THEY HAVE GIVEN TO THE CHURCH DURING THE YEAR?	Choose from NEVER, MONTHLY, QUARTERLY, ANNUALLY, or OTHER (Specify).
10. IS GIVING BY INDIVIDUAL PARTICIPANTS IN THE LOCAL CHURCH REGULARLY REVIEWED?	Choose YES or NO.
10a. IF NO, WHY NOT?	

11. WHAT ARE THE PLANS TO RAISE SUFFICIENT INCOME TO MEET THE BUDGET ADOPTED BY THE CHURCH COUNCIL OR CHARGE CONFERENCE?		
12. DOES THE FINANCIAL SECRETARY OR TREASURER REPORT REGULARLY TO THE CHURCH COUNCIL ON GIVING TRENDS, AGGREGATE GIVING YEAR-TO-DATE, AND OTHER SUMMARIES OF THE FINANCIAL STATUS OF THE CHURCH?		Choose YES or NO.
12a. IF NO, WHY NOT?		
iii. THE HANDLING OF CHURCH FUNDS (BOOK OF DISCIPLINE 2016 ¶258.4)		
13. ARE ALL BENEVOLENCES AND OTHER CONNECTIONAL FUNDS REMITTED MONTHLY TO THE CONFERENCE TREASURER?		Choose YES or NO.
13a. IF NO, WHY NOT?		
14. WHAT BANKS HAVE BEEN DESIGNATED BY THE CHURCH COUNCIL AS A DEPOSITORY?		
15. ARE ALL ACOUNTS FDIC INSURED AND IN AMOUNTS AT OR BELOW THE CURRENT FDIC INSURABLE LIMIT?		Choose YES or NO.
15a. IF NO, WHY NOT?		
16. ARE ALL ACCOUNTS IN THE NAME OF THE CHURCH?		Choose YES or NO.
16a. IF NO, WHY NOT?		
17. HAS THE COMMITTEE ESTABLISHED WRITTEN FINANCIAL POLICIES TO DOCUMENT THE INTERNAL CONTROLS OF THE CHURCH?		Choose YES or NO.
17a. IF NO, WHY NOT?		
17b. IF YES, ATTACH POLICY DOCUMENT AS A SUPPLEMENT. If unable to upload, email a copy to dataservices@calpacumc.org and district office.		
17c. IF YES, HAVE THESE POLICIES BEEN REVIEWED BY THE COMMITTEE AND FOUND TO BE ADEQUATE AND EFFECTIVE?		Choose YES or NO.
18. ARE CHURCH OFFERINGS COUNTED BY A COUNTING COMMITTEE PER THE BOD?		Choose YES or NO.
18a. IF NO, WHY NOT?		
19. ARE FUNDS DEPOSITED PROMPTLY IN ACCORDANCE WITH PROCEDURES DEVELOPED BY THE FINANCE COMMITTEE?		Choose YES or NO.
19a. IF NO, WHY NOT?		
20. ARE THE FINANCIAL OFFICERS OF THE CHURCH BONDED OR INSURED?		Choose YES or NO.
20a. IF NO, WHY NOT?		
21. HAVE THE FINANCIAL RECORDS OF THE CHURCH AND ALL ITS ORGANIZATIONS BEEN AUDITED FOR THE PRIOR FISCAL YEAR?		Choose YES or NO.
21a. IF NO, WHY NOT?		
21b. IF YES, WERE THERE RECOMMENDATIONS OR EXCEPTIONS?		Choose YES or NO.
21c. IF THERE WERE RECOMMENDATIONS OR EXCEPTIONS, HOW HAS THE CHURCH & COMMITTEE ADDRESSED THEM?		
22. DOES THE CHURCH HAVE ANY DELINQUENCIES MORE THAN 60 DAYS LATE DUE TO THE CONFERENCE? (EG UNPAID PROPERTY & LIABILITY INSURANCE, PASTOR'S HEALTH INSURANCE, RETIREMENT CONTRIBUTIONS, OR OTHER ITEMS)		Choose YES or NO.
22a. IF YES, PLEASE LIST WHAT ITEMS ARE IN ARREARS AND THE TOTAL AMOUNTS DUE, AS LISTED ON YOUR LAST STATEMENT.		
22b. IF YES, DESCRIBE THE PAYMENT PLAN IN PLACE TO BRING THE CHURCH BACK TO CURRENT.		