

Instructions to the Report of the Annual Financial Review

Addendum II

The Local Church Financial Review Guide Pittsburgh Presbytery

The auditor needs to prepare this report for Session and Presbytery. In addition, the auditor should prepare a report on the church's accounting control system and recommend any improvements to the Session. In order to complete this report, the auditor will need last year's completed report (if this form was not used, obtain whatever form/report that was used) and the current year's general ledger(s). This annual report should include all funds maintained by the financial officer(s) of the church.

Instructions for Part I - Receipts, Disbursements and Balances:

Note: All figures are rounded to the nearest dollar.

Column a: Enter ending balances from previous year's report. Remember that last year's ending balances at 12/31/2004 should be the same as the current year's beginning balances at 1/1/2005

Column b: Enter the cash received and recorded for each of the funds (1/1-12/31)

Column c: Enter total disbursements for the period (1/1-12/31).

Column d: Enter any transfers made between the funds (example: Board of Trustees fund makes a transfer to the Building Fund of \$1,000. Enter (\$1,000) on the Board of Trustees line and enter \$1,000 on the Building Fund line).

Column e: Enter the sum of column "a", plus column "b", plus or minus column "d", to equal column "e". The figures in this column should tie to the ending balances in the general ledger. If they do not, analyze any differences and make adjusting Journal entries/transfers accordingly.

Instructions for Part II & III - Exceptions and Recommendations:

Any exceptions or recommendations should be entered in these sections of the report.

Use additional forms if necessary. When complete, the auditor or Audit Committee Chair needs to sign and date the form.

Report of the Annual Financial Review Committee [or Team, etc.]

The Session is required to make provision for an annual financial review of the records of all the financial officers (including the financial secretary or church business manager and treasurers) of the church and all its organizations and shall report to the Session. Guidelines for accountability for funds can be found in the *Book of Order*, and in consultation with your presbytery.

For the period _____, and ending _____

RECEIPTS, DISBURSEMENTS, AND BALANCES

(rounded to nearest dollar)

Fund Name _____	Beginning Balance (a)	Income Received (b)	Expenses Posted (c)	+ / - Transfers (d)	Ending Balance (e)
<u>General Fund</u>	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<u>Totals</u>	=====	=====	=====	=====	=====

Recommendations:

Exceptions:

The Auditors/Auditing Committee (circle one) has examined the accounts listed on the front side; reviewed procedures of counting and accounting; has reconciled receipts and disbursements with bank deposits and bank balances; and has found the balances displayed to be correct, procedures proper, and records properly kept, except as noted below:

Signed: _____
Auditor or Auditing Committee Chair

Date: _____