

Oregon-Idaho Annual Conference Fund Balance Report Instructions

Due by April 30

Every local church, at a minimum, shall conduct an audit as defined and described in the Local Church Audit Guide published by the General Council on Finance and Administration and available on the Oregon-Idaho Annual Conference Website at <https://www.umi.org/localchurchresources>

1. Every local church shall complete the Fund Balance Report after the end of the fiscal year and following the audit/review. Audit/Review instructions are included in the GCFA audit guide resources found on the OR-ID Annual Conference website at the page listed above. Churches contracting with a CPA shall complete the Fund Balance Report and shall also submit a copy of the audit/review.
2. The audit/review is to be completed by an independent (not subject to control or influence by anyone who has responsibility for the financial accounts and records of the church) and qualified (having some experience with accounting principles) source. The person(s) may or may not be CPA(s). The person shall not be the financial secretary or treasurer or their immediate relatives. The finance person from a nearby church (UMC or not) could be a resource for the review.
3. All separate bank accounts (i.e., checking, savings, CDs, money markets, investments) maintained by a group using the same tax identification number (EIN) as the church (such as youth, trustees, missions, UMM, etc.) shall be included in the audit/review and on this report. Groups using their own tax identification number are not included on this report.
4. For the necessary steps in the process, refer to the Local Church Audit Guide.
5. In completing the Fund Balance Report, note that:
 - Beginning balances for this report should be the same as the ending balances from the previous report.
 - Transfers in column (d) are amounts moved from one fund to another fund, so the total at the bottom should be \$0.
 - Negative amounts in columns (c) and (d) require a negative sign (-) or parenthesis to indicate subtraction.
 - Figures in column (e) should tie to (equal) ending balances in the general ledger. If churches are not using a general ledger, the figures should match the check register or records kept by the church.
 - Exceptions and recommendations are to be noted on page 2/back.
 - The form is to be signed and dated on page 2/back by the auditor or auditing committee.
6. The report shall be filed with church records and submitted to the district office by the deadline of April 30.