



# **The United Methodist Church Financial Records Handbook 2017-2020: For Financial Secretaries, Treasurers, and Others**

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# **The United Methodist Church Financial Records Handbook 2017-2020: For Financial Secretaries, Treasurers, and Others**

## **The United Methodist Church Financial Records Handbook 2017-2020: For Financial Secretaries, Treasurers, and Others**

This handbook will assist you in the work of extending Christ's love through the business of receiving, distributing, and report gifts given by God's people for the mission and ministry of the church. You will learn more about the basic financial records and procedures you need to manage funds received by your church. Also included are instructions for good financial control and for using forms developed especially to assist United Methodist congregations.

For the Counting Committee

How to implement good accounting control for cash and other receipts

Step-by-step instructions for counting the offering and preparing the Cast Receipts Voucher and the bank deposit

For the Finance Secretary

How to initiate and maintain the Quarterly Report of Giving

How to prepare for distributing your giving reports

For the New Church Treasurer

Getting started

Creating or updating your Chart of Accounts

How to keep Cash Receipts and Cash Disbursement Journals

How to prepare your Monthly Treasurer's Report and assist in reporting to the Charge Conference, District Superintendent, and Annual Conference.

And More...

The appendix provides a model for a more comprehensive recordkeeping approach using a General Ledger and includes instructions for preparing a Balance Sheet and Income & Expense Statement.

Available online with purchase of this resource, includes:

- Searchable PDF of the Handbook.
- Reproducible masters of helpful tools such as the Counter's Tally Sheet, Remittance Advice Form, and Cash Receipts Voucher
- Quarterly Report of Giving
- All other forms mention in resource

*The United Methodist Financial Records Handbook 2017-2020* was developed by The General Council on Finance and Administration of The United Methodist Church.



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