

THE METHODIST CHURCH

INTERNAL ORGANISATION REPORT FORM

FINANCIAL YEAR ENDED 31 AUGUST 20

Each year every organisation connected with a local Church, Circuit or District is required by Standing Orders to present its accounts to the Church Council/Circuit Meeting/Synod.

The Managing Trustees are annually required to complete the Annual Accounts setting out the financial affairs of the Church/Circuit/District including all its connected internal organisations.

This form (which can be used for a Church/Circuit, District organisation) requires details of the accounts of your organisation so that all responsibilities can be fulfilled. We ask for your co-operation which will ensure proper public accountability and the protection of those who willingly act as treasurers.

Church	_____	
Circuit/District	CIRCUIT: _____	DISTRICT: _____
Group/Organisation	_____	

Signatures section

I confirm that I have prepared the information overleaf from the accounts and records of the above named Group or Organisation

Treasurer of Group or Organisation

Date

I confirm that I have examined the accounts and records of the

and that the information overleaf is in accordance therewith.

Independent Examiner/Registered Auditor

Date

I confirm that the information overleaf has been prepared from independently examined/audited* accounts which were/will be* presented to

at a meeting which I chaired/intend to chair on

Date

Signature of Chair of Meeting

Date

This form can be used by Church, Circuit and District Internal Organisations who report to their respective Methodist bodies.

INTERNAL ORGANISATIONS' REPORT FORM

This form should be used in conjunction with the STANDARD FORM OF ACCOUNTS (Church, Circuit & District)

A separate Report Form should be prepared for each Internal Organisation

RECEIPTS AND PAYMENTS ACCOUNT

Note

SECTION A

RECEIPTS

1	Gifts & donations		
2	Other receipts		
3	TOTAL RECEIPTS (to Receipts col page 3 in the main accounts)		

SECTION B

PAYMENTS

4	Donations		
5	Other payments		
6	TOTAL PAYMENTS (to Payments col page 3 in the main accounts)		

SECTION C

7	NET RECEIPTS (PAYMENTS)	(3 - 6)	
8	OPENING BALANCE (to Opening balance column page 3 in the main accounts)		
9	Adjustments (show any negative adjustments in brackets)		
10	CLOSING BALANCE (to Closing balance col. page 3 in the main accounts)	(7+8+/-9)	

SECTION D

HOW THE FUNDS ARE HELD

11	Cash in hand		
12	Cash at Bank/CFB etc		
13	Other accounts		
14	TOTAL FUNDS HELD (should agree with line 10 above)	(11+12+13)	

SECTION E

FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO OTHER EXTERNAL ORGANISATIONS

(These amounts should not be included in total receipts/payments above)

15	Balance brought forward from last year		
16	Offerings/Gifts - received for external organisations		
17	Offerings/Gifts - passed to external organisations		
18	BALANCE STILL TO BE PAID	(15+16-17)	