Southeast District
Missouri Conference-United Methodist Church
353 Christine St. Suite 4
Cape Girardeau, MO 63703-5810
After March 1, send to 6 N Clark, Cape Girardeau, MO 63701

«TopLine»
«UseOrFirstName» «LastName»
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«CSZ»

Please provide the enclosed "Fund Balance Report (Annual Audit)" form to those who are or will be responsible for the audit of the **2009** financial records for **«OrgName»** UMC (**«OrgID»)**. Please provide instruction to those performing the audit to complete, sign, date, and return the form to you. **Send a copy of the completed form to the District Office by June 30, 2010. Thank you.**

The Audit Form can also be downloaded from the District website www.sedistrictumc.org

Please review the Tips on Year End Reporting listed below and share with others.

If you are no longer the Finance chair, please forward to the Finance Chair & notify the District Office.

We have «EMail» as your email. If not correct, please send an email to office@sedistrictumc.org. Identify your church and that you are the Finance Chair.

Year End Reporting Tips

The 2009 Year End Statistical Reports for your church and other churches across Missouri were recently completed and submitted to the conference office. Although the data entry and submitting of these reports occurs in late December and early January each year, now is the time to begin preparing for next year's reports. We hope the following tips will provide some guidance and direction as you and the members of the Finance Committee work with your pastor and the other church leaders during the year to be ready for next year's reports.

Why are these reports important? Statistical reports are an important resource for your congregation and the denomination. Accurate year-end data provides a picture of the material and spiritual health of your congregation. This data (over a period of time) reflects what is happening in your congregation. It can provide the basis for evaluating the effectiveness of the church's program in fulfilling its mission. It can help the pastor and church lay leaders assess the spiritual health of the congregation. **Year-end reports are a tool for the local church**. When the data from your congregation is combined with other church's data from across the state and country, the reports help the leaders of the conference and denomination to make informed decisions about ministries, resources, and the health of "the church." Listed below are some tips to consider as you, the Finance Chair, work with the Pastor and members of the Finance Committee to prepare for and report the "financial" statistical data each year for your congregation.

- **Become familiar with the data collected by the Year End Reports.**
- **Assist the pastor and enlist the help and support of other lay leadership** in collecting the data and preparing the reports. Persons serving in the following positions can be particularly helpful: The Membership Secretary, Sunday School and Group Leaders, the Trustee Chair, Finance Chair, Financial Secretary, and the Treasurer. Encourage lay leaders to accept the responsibility for various lines or sections of the report as a way of making the task less overwhelming and easier.
- **Be proactive** by assisting the pastor, administrative staff, and other leaders in setting up ongoing systems that will collect the data that is needed.
- **Help insure the Pastor and church leaders are provided regular reports** (at least quarterly). Regular reporting insures the pastor and leaders are well informed throughout the year. Also year-end data entry can begin as soon as the online system becomes available.
- **Make it a priority to have accurate and complete data**. **Table 1** should be an accurate reflection of your membership, attendance and group life. **Table 2** is a report of the expenditures from all funds and sources. **Table 3** is a summary report of the church's income for the year. Set-up cross checks to insure all the financial data is reported (totaling the deposits and disbursements on bank statements can be helpful if you do not have an accounting system that provides income and expense reports)
- **Ask for help and resources when needed**. Keep in mind that the district staff persons are resources. Help can be just a call (573-334-8723) or email away (Susan or Bev: office@sedistrictumc.org.). Two resources that can be helpful are the *2009-2012 United Methodist Church Financial Records Handbook* and *Guidelines for Leading Your Congregation: FINANCE.* These two resources are available for purchase at **http://www.cokesbury.com**.