

Appendix K Sample Treasurer's Report

Ourtown Christian Church Fund Balance Summary November-01

	Beginning Balance 10/31/2001	Receipts	Disbursements	Transfers	Ending Balance 11/30/2001
Checking Account	11,000.00	10,200.00	(9,479.18)	(150.00)	11,570.82
Savings Account	5,000.00			150.00	5,150.00
Total	<u>16,000.00</u>	<u>10,200.00</u>	<u>(9,479.18)</u>	<u>-</u>	<u>16,720.82</u>
General Fund	11,100.00	10,000.00	(9,379.18)	(150.00)	11,570.82
Building Fund	3,000.00	175.00	(100.00)	150.00	3,225.00
Mission Fund	1,900.00	25.00			1,925.00
	<u>16,000.00</u>	<u>10,200.00</u>	<u>(9,479.18)</u>	<u>-</u>	<u>16,720.82</u>
Total receipts	10,200.00				
Total disbursements	<u>(9,479.18)</u>				
Net increase/(decrease)	<u>720.82</u>				

This sample financial report, although overly simplistic, illustrates a method of providing relevant financial information in a concise format.

Appendix K Sample Treasurer's Report

Ourtown Christian Church General Fund Budget Comparison November-01

	Actual Disbursement Nov-01	Actual Disbursement Year to Date	Total Annual Budget	Remaining Budget
Missions Support				
1-401 International missions	200.00	2,200.00	2,400.00	200.00
1-402 National missions	200.00	2,200.00	2,400.00	200.00
1-403 Local missions	200.00	2,200.00	2,400.00	200.00
Staff				
1-410 Pastor's wages	1,500.00	16,500.00	18,000.00	1,500.00
1-411 Pastor's housing allowance	1,000.00	11,000.00	12,000.00	1,000.00
1-412 Pastor's mileage reimburseme	62.38	429.51	800.00	370.49
1-413 Pastor's medical benefits	400.00	4,400.00	4,800.00	400.00
1-414 Pastor's retirement	400.00	4,400.00	4,800.00	400.00
1-420 Music minister's wages	1,000.00	11,000.00	12,000.00	1,000.00
1-421 Music minister's housing allow:	1,000.00	11,000.00	12,000.00	1,000.00
1-430 Office secretary's wages	1,200.00	13,200.00	14,400.00	1,200.00
1-431 Matching FICA taxes	91.80	1,009.80	1,101.60	91.80
Curriculum				
1-450 Sunday school literature	125.00	800.00	1,000.00	200.00
1-451 Men's discipleship literature	100.00	500.00	700.00	200.00
1-452 Women's discipleship literature	100.00	500.00	700.00	200.00
Targeted ministries				
1-460 Youth Dept.	500.00	4,500.00	4,800.00	300.00
1-461 Youth Church Camp	-	600.00	500.00	(100.00)
1-462 Youth Mission Trip	-	1,200.00	1,500.00	300.00
1-470 Children's Dept.	150.00	800.00	1,000.00	200.00
1-471 Senior Adult Dept.	150.00	900.00	1,000.00	100.00
1-472 Homebound Ministry	150.00	400.00	500.00	100.00
1-473 Benevolence assistance	150.00	900.00	1,000.00	100.00
General & administrative				
1-480 Office supplies	100.00	700.00	1,000.00	300.00
1-481 Insurance	400.00	2,500.00	2,500.00	-
1-482 Supplies	50.00	500.00	450.00	(50.00)
1-483 Repairs	80.00	400.00	500.00	100.00
1-484 Utilities	70.00	900.00	950.00	50.00
Total Disbursements	<u>9,379.18</u>	<u>95,639.31</u>	<u>105,201.60</u>	<u>9,562.29</u>

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