QUARTERLY CONFERENCE REPORT
Recording Steward/Treasurer

Church: _____

Quarter beginning (*mm-dd-yyyy*) _____ **and ending:** _____

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Do Not use the Enter Key
Do not enter $ sign.

	Brought Forward (From Last Report)	Total Raised (Since Last Report)	Total Forward+Raised (Since Last Report)	Total Disbursed (Since Last Report)	Balance(s) (On Ending Date Above)
General Treasury					
Savings Account					
Building Fund					
Benevolent Funds					
Other Funds					
Totals					

Balance on hand (General Treasury) _____

Balance on hand (Savings Account) _____

Balance on hand (Building Fund) _____

Balance on hand (Benevolent Fund) _____

Balance on hand (Other Funds) _____

Total Balance on hand _____

Are the financial records reconciled prior to each month's Church Conference? Yes ☐ No ☐

Does the Treasurer receive and deposit all Church funds into the bank? Yes ☐ No ☐

Does the Treasurer provide the Recording Steward with copies of receipts and deposit slips? Yes ☐ No ☐

Does the Recording Steward present his/her financial report to the Steward Board prior to the monthly Church Conference? Yes ☐ No ☐

Does the Recording Steward inform the pastor of the financial state of the Church? Yes ☐ No ☐

_____ Recording Steward

_____ Church Treasurer

_____ Pastor

Please duplicate and prepare one copy for Elder, Pastor and Secretary