



QUARTERLY CONFERENCE REPORT

Recording Steward/Treasurer (*Auto Calc Version*)

Church: _____

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

Please use the tab Key
Do not enter dollar signs
or commas (\$,)
Do Not use the Enter Key

	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