

Treasurer's Quarterly Report or Annual Summary

This report blank is intended for use by church treasurers in making quarterly reports and annual summaries to the Quarterly Conference. A copy is made for the recording steward, one for the pastor, one for the district superintendent, and one for the church treasurer's file. A summary of all quarterly reports made to the Quarterly Conference constitutes a complete annual report for the church or charge. On circuits each church treasurer makes the summary for his own church, and the summary for the charge is compiled by the recording steward or someone designated by him. Where two treasurers make reports, each should use one of these report forms, disregarding those items for which he is not responsible.

PART I—CURRENT EXPENSES

*Quarterly Report from Nov. 1 1947 to Sept. 30 1948
*Annual Summary

Date Oct. 5 1948

Charge or Church Duke Memorial

Receipts

Balance on Hand Last Report _____ 19____ \$ _____
(Date)

Envelopes and Subscriptions \$ _____

Loose or Plate Offerings..... _____

Special Contributions..... _____

Organizations _____

..... _____

..... _____

..... _____

..... _____

..... _____

Total Received \$ _____

Disbursements

Ministerial Support: Pastor \$ _____

District Superintendent's Fund..... _____

Episcopal Fund _____

Conference Claimants' Fund..... \$ _____

Maintenance and Worship: Music..... \$ _____

Janitor _____

Fuel _____

Electricity, Gas, Water..... _____

Insurance Schedule Attached _____

..... _____

..... _____

..... _____

..... _____

..... _____

..... _____

..... \$ _____

Total Disbursed..... \$ _____

Balance on Hand..... \$ _____

* Cross out one.

Cash Balance on Hand (brought forward from preceding page).....\$_____

Amount Due from Subscriptions....._____

Total Cash and Subscriptions.....\$_____

Unpaid Accounts:

Ministerial Support:

Pastor\$_____

District Superintendent's Fund....._____

Episcopal Fund....._____

Conference Claimants' Fund.....\$_____

Other Bills:\$_____

....._____

....._____

.....\$_____

Total Unpaid Accounts.....\$_____

Surplus or Deficiency.....\$_____

Submitted by _____ Treasurer

PART II—BENEVOLENCES

*Quarterly Report from _____ 19____ to _____ 19____
*Annual Summary

Charge or Church _____

Date _____ 19____

Receipts

Balance on Hand Last Report _____, 194____.....\$_____

Envelopes and Subscriptions.....\$_____

Special Contributions....._____

Organizations_____

....._____

....._____

.....\$_____

Total Received\$_____

Disbursements

To Conference Treasurer.....\$_____

To Conference Treasurer....._____

To Conference Treasurer....._____

To Conference Treasurer.....\$_____

....._____

....._____

....._____

.....\$_____

Total Disbursed\$_____

Balance on Hand.....\$_____

Total Unpaid Subscriptions\$12,000⁰⁰

Submitted by *E. J. Jones* Treasurer

Prepared and edited by the Commission on Records, Forms, and Statistical Blanks, and authorized as the Official Form for this purpose. Rev. 44.

* Cross out one.