

Report of the Commission on Stewardship and Finance

The report to the Official Board shall be made on this form. The report to the Quarterly Conference, if and when requested, shall also be made on this form. If additional space is needed for a full report, use the reverse side of this sheet or extra sheets of plain white paper the same size as this form. Numbers in parentheses refer to paragraphs in the 1960 Discipline.

Duke Memorial Methodist Church Duke Memorial Charge
Durham District North Carolina Conference
 For the Period Beginning JULY 1 June 7, 1961 and ending APRIL 9 June 5, 1962 63

I. ORGANIZATION

1. (a) Has the commission been organized according to the 1960 Discipline (§ 262)? _____
- (b) Officers: Chairman? Thomas S. White Jr; Vice Chairman? Thomas Goad
 Secretary? R. Bailey Reade; Secretary of Stewardship? E. C. Brooks
 Financial Secretary? Mrs. Ruth Kale; Treasurer(s)? C. J. Jones
 Others? _____

II. BUDGET AND THE EVERY MEMBER CANVASS

2. (a) Has the commission recommended a budget for the ensuing year? Yes
- (b) What is the recommendation as to the minimum salary for the pastor (§ 148)? \$9,000.00; Travel and expense fund? \$1,200.00; Utilities? Paid for and charged to main church account.
- (c) What is the recommendation as to the minimum salary for the associate pastor(s)? \$5,000.00; Travel and expense fund? \$650.00; Utilities? Paid for and charged to main church account.
- (d) After consultation with the Commission on Missions (§ 266.2) what amount is recommended for world Service and Conference Benevolences for the ensuing year? \$ (27,545.00); Advance Specials? \$ 757.00; Other benevolences? _____
- (e) Did the commission give all commissions and committees an opportunity to submit proposed programs and estimated costs? Yes
3. Has an Every Member Canvass been planned (§ 267.1)? Yes
4. Are regular financial statements sent to all members of the church? Monthly? _____; Quarterly? X; Annually? _____

III. STEWARDSHIP EDUCATION AND PROMOTION

(To be reported by the Secretary of Stewardship)

- 5. (a) Is a year-round program of stewardship education offered to the church? Yes
- (b) Has a month of stewardship education been observed? No
- (c) Are stewardship pamphlets sent with statements? No
- (d) Are stewardship films shown to various groups? Yes
- (e) Are stewardship materials being provided for the church library? _____
- 6. Has the Secretary of Stewardship developed a program of stewardship education and promotion for the ensuing year? No

IV. THE HANDLING OF CHURCH FUNDS

- 7. Are reports made monthly to the Official Board by the Financial Secretary and Treasurer(s) (§ 267.9)? Yes
- 8. Are all benevolences and other connectional funds remitted monthly to the conference treasurer (§ 268)? No
- 9. (a) What bank(s) has been designated by the Official Board as a depository (§ 267.4)? Wachovia Bank & Trust Company, Durham, N. C.
- (b) Is the account(s) in the name of the church (§ 267.4)? Yes
- (c) Are all funds deposited promptly? Yes
- 10. Are the church offerings counted by at least two unrelated persons? No
- 11. Are financial officers of the church bonded? Yes
- 12. (a) Have the books of the financial officer(s) of the church and all its organizations been audited (§ 270)? Yes
- (b) What is the report of the Auditing Committee? (Report to be made on the official form, Report of the Annual Audit, No. 92) Annual auditing prepared by C.P.A. and filed with quarterly conference

Prepared and edited by the Council on World Service and Finance, and authorized as the official form for this purpose. Rev. 60. Printed in U.S.A.

(Signed) Thomas S. White, Chairman

Date _____, 19____