

Treasurer's Annual Summary

FOR USE AT THE LAST QUARTERLY CONFERENCE

This is the Church Treasurer's annual summary of all reports made to the Quarterly Conference and constitutes a complete annual report for the Church or charge. A copy is made for the Quarterly Conference minutes, one for the pastor, one for the District Superintendent, and one for the Church Treasurer's file. On circuits each superintendent makes the summary for his own Church and the summary for the charge is compiled by the Recording Steward or someone designated by him. Annual Summary report forms may be obtained from the nearest branch of The Methodist Publishing House in packages containing eight sets (32 reports), price, 25 cents per package. The Quarterly report forms may be bought in the same manner and at the same price. When ordering specify whether Quarterly or Annual reports are desired.

(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

Date Oct. 31, 1944

Charge or Church Duke Memorial

Receipts

Balance on hand last report _____, 194 <u>beginning of year</u>	\$ <u>821.48</u>
Envelopes and Subscriptions	\$ <u>20,565.47</u>
Loose or Plate Offerings	<u>1,618.72</u>
Special Contributions	_____
Organizations	_____
Orphanage	915.30
Golden Cross	417.09
.....	_____
.....	_____
.....	\$ <u>23,516.58</u>
Total Receipts	\$ <u>24,338.06</u>

Disbursements

Ministerial Support: Pastor	\$ <u>5,400.00</u>
District Superintendent's Fund	<u>378.00</u>
Bishops	<u>121.50</u>
Conference Claimants	<u>378.00</u> \$6,277.50
Maintenance and Worship:	
<u>Incidental Expenses</u>	<u>901.64</u>
Music	\$ <u>2,600.00</u>
Janitor	<u>1,121.11</u>
Fuel, <u>Water & Lights</u>	<u>852.43</u>
<u>Electricity, Gas, Water</u>	<u>300.00</u>
<u>xxxxxxxxxxxxx Petty cash Expenditures</u>	<u>1,073.22</u>
Insurance	<u>700.00</u>
<u>Salary Assistants to Pastor</u>	<u>1,380.50</u>
<u>Salary Church Secretary</u>	<u>300.00</u>
<u>Salary Treasurer</u>	<u>499.28</u>
<u>Stamps & Stationery</u>	<u>486.77</u>
<u>Church Bulletin</u>	<u>81.45</u>
<u>Telephone & Telegraph</u>	<u>67.50</u> <u>\$10,363.90</u>
<u>District Expense</u>	_____
Total Disbursed	\$ _____
Balance on Hand	\$ _____

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

Amount Due from Subscriptions _____

Total Cash and Subscriptions \$ _____

Unpaid Accounts:

Ministerial Support:

Pastor \$ _____

District Superintendent _____

Bishops _____

Conference Claimants \$ _____

Other Bills: \$ _____

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Total Unpaid Accounts \$ _____

Surplus or Deficiency \$ _____

Submitted by _____ Treasurer

PART II—BENEVOLENCES

Date _____, 194____ Charge or Church _____

Receipts

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

Envelopes and Subscriptions \$ _____

Special Contributions _____

Organizations _____

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Total Received \$ _____

Disbursements

To Conference Treasurer	Golden Cross	World Service	417.09	
To Conference Treasurer		Sustentation Fund	3,000.00	
To Conference Treasurer		General Administration	488.59	
To Conference Treasurer		Methodist Orphanage	36.00	
	Ministers Retirement Fund		914.30	
	Boy Scouts		54.00	
	Bible Teacher for Public Schools		100.00	
	Durham Methodist Society		320.00	
			500.00	5,829.98
	Total Disbursed			\$ 22,471.38
	Balance on Hand			\$ 1,866.68
	Total Unpaid Subscriptions			\$ 1,630.45

Submitted by Jones Treasurer

Prepared and edited by the Commission on Records, Forms, and Statistical Blanks, and authorized as the Official Form for this purpose. (Discipline, ¶ 903.)