

MINISTRY ACTIVITY FINANCIAL REPORT

The REPORT stage — filed with the Financial Secretary within seven (7) days of the activity.
Attach original itemized receipts. Incomplete reports will be returned to the ministry.

Funds are turned in to the Financial Secretary within 24 hours and receipted. No ministry holds church funds or keeps records at a private residence.

SECTION 1 — MINISTRY AND ACTIVITY

Ministry / Department	Name of activity or event	Date(s) of activity	Budget line item
Report completed by (name and office)	Phone	Email	Attendance

SECTION 2 — INCOME RECEIVED

List every dollar received for this activity — offerings, ticket or plate sales, donations, and dues. Money order or check numbers go in the second column.

Source or description	Form received and instrument no.	Amount

Calculates automatically in Adobe Acrobat or Reader.

TOTAL INCOME \$

SECTION 3 — EXPENSES PAID

Attach the original itemized receipt for every line. The Church reimburses on itemized receipts, never a personal card account.

Payee and description	Paid by — check and voucher no., or reimbursement due	Amount

TOTAL EXPENSES \$

SECTION 4 — RECONCILIATION

SUBTOTAL (income less expenses) \$

AMOUNT RETURNED TO THE CHURCH \$

Date turned in to the Financial Secretary	Financial Secretary receipt no.	Receipts attached (number of items)

RECONCILIATION AND CERTIFICATION

Sections 4 and 5 are completed by the ministry. Sections 6 through 8 are completed by the Church.

Ministry / Department	Activity	Date submitted

SECTION 5 — CERTIFICATION BY THE MINISTRY

We certify that this report states every dollar received and every dollar spent for this activity, that the original receipts are attached, and that all funds have been turned in to the Financial Secretary. No expenditure outside the approved budget was made without an approved SJBC-BAR.

Ministry President / Chairperson signature	Printed Name	Date
Treasurer signature	Printed Name	Date

FINANCIAL USE ONLY — DO NOT WRITE BELOW THIS LINE

SECTION 6 — FINANCIAL SECRETARY

Funds counted and receipted; report agrees with the amount turned in.

Amount received \$	Agrees with report?	
	☐ Yes	☐ No
Receipt no.	Date received	Date deposited
Financial Secretary signature	Printed Name	Date

SECTION 7 — TREASURER

Income posted to the receiving line and expenses posted against the ministry's budget line. Any check issued for this activity carries a signed voucher.

Posted to budget line	Voucher no(s).	Date posted
Treasurer signature	Printed Name	Date

SECTION 8 — CLERK AND AUDITOR

Filed by the Administrative Church Clerk with the ministry's file and retained a minimum of seven (7) years. Included in the Auditor's quarterly written review to the Pastor and the Church.

Filed by (Administrative Church Clerk)	Included in quarterly review?	
	☐ Yes	☐ Pending
Date filed	Quarter reviewed	Auditor initials

ROUTING REFERENCE

1. Funds are turned in to the Financial Secretary within 24 hours of the activity and a receipt is issued to the ministry.
2. The ministry completes Sections 1–5, attaches the original receipts, and submits the report to finance@williamsburgsjbc.org within seven (7) days.
3. The Financial Secretary verifies and deposits (Section 6); the Treasurer posts to the budget (Section 7).
4. Any expense not in the approved budget requires an approved SJBC-BAR; any check requires a signed voucher on SJBC-CR.
5. The Clerk files the report and retains it seven years; the Auditor reviews it quarterly in writing to the Pastor and the Church.