

MINISTRY QUARTERLY REPORT

Filed with the Administrative Church Clerk and the Financial Secretary within fifteen (15) days of the close of the quarter.
Attach the ministry's activity reports (SJBC-FR) for the quarter.

All members are encouraged to attend Church business meetings, held the Thursday before the second Sunday of each month at 6:30 p.m.

SECTION 1 — ORGANIZATION AND REPORTING PERIOD

Ministry / Department	Reporting year	Date submitted
Quarter reported: ☐ First ☐ Second ☐ Third ☐ Fourth		
Regular time of meetings	Meetings held this quarter	Report completed by (name and office)

SECTION 2 — MEMBERSHIP

Number on roll last quarter	Number joined	Number lost or left	Present membership
Reason for members lost or left			

SECTION 3 — FUNDS RAISED THIS QUARTER

List every source. Funds are turned in to the Financial Secretary and receipted; no ministry deposits church funds to a personal account.

Source or activity	Date received and receipt no.	Amount
Totals calculate automatically in Adobe Acrobat or Reader.		TOTAL RAISED \$

SECTION 4 — DISBURSEMENTS THIS QUARTER

Every disbursement carries a signed voucher or an attached itemized receipt. Any expense outside the approved budget requires an approved SJBC-BAR.

Payee and purpose	Voucher or receipt no.	Amount
TOTAL DISBURSEMENTS \$		

RECONCILIATION AND CERTIFICATION

Sections 5 through 7 are completed by the ministry. Sections 8 through 10 are completed by the Church.

Ministry / Department

Quarter and year

Date submitted

SECTION 5 — QUARTERLY RECONCILIATION

BALANCE ON HAND, END OF LAST QUARTER \$

Carried from Section 3.

PLUS TOTAL RAISED THIS QUARTER \$

TOTAL AVAILABLE \$

Carried from Section 4.

LESS TOTAL DISBURSEMENTS \$

LESS AMOUNT TURNED OVER TO THE CHURCH \$

BALANCE ON HAND, END OF THIS QUARTER \$

Funds held by a ministry may not exceed the auxiliary limit set in the Financial Standards of Operation. Any balance above that limit is turned over to the Financial Secretary with this report.

Date turned over to the Financial Secretary

Financial Secretary receipt no.

Where the balance is held

SECTION 6 — MINISTRY REPORT TO THE CHURCH

Work of this ministry during the quarter, and its plans and needs for the next quarter

SECTION 7 — CERTIFICATION BY THE MINISTRY

We certify that this report states the membership, receipts, and disbursements of this ministry for the quarter named, and that all funds are accounted for.

Department President signature

Departmental Secretary signature

Date

Departmental Treasurer signature

Pastor signature

Date

CHURCH RECORD

Ministry / Department

Quarter and year

Date received

FINANCIAL USE ONLY — DO NOT WRITE BELOW THIS LINE

SECTION 8 — FINANCIAL SECRETARY

Amount turned over counted and receipted; the report agrees with the amount received.

Amount received \$

Agrees with report?

☐ Yes☐ No

Receipt no.

Date received

Date deposited

Financial Secretary signature

Printed Name

Date

SECTION 9 — TREASURER

Receipts posted to the receiving line and disbursements posted against the ministry's budget line.

Posted to budget line

Voucher no(s).

Date posted

Treasurer signature

Printed Name

Date

SECTION 10 — CLERK AND AUDITOR

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

Filed by (Administrative Church Clerk)

Reported to the Church?

☐ Yes☐ Pending

Date filed

Business meeting date

Auditor initials

Auditor signature

Printed Name

Date

Church comments, questions, or follow-up with the ministry

ROUTING REFERENCE

1. The ministry completes Sections 1–7 within fifteen (15) days of the close of the quarter and submits the report to clerk@ and finance@williamsburgsjbc.org.
2. Any balance above the auxiliary limit is turned over to the Financial Secretary with the report and receipted (Section 8).
3. The Treasurer posts receipts and disbursements to the budget (Section 9).
4. The Clerk files the report, reports it to the Church at the business meeting, and retains it seven years (Section 10).
5. The Auditor reviews the quarter in writing to the Pastor and the Church.