

### Guidelines for Quarterly Congregational Finance Reports:

Quarterly Congregational Reports are to be submitted to the Parish Treasurer and the Parish Pastor before the 15<sup>th</sup> of the month following each quarter (e.g. before 15<sup>th</sup> April for the first quarter) - preferably by e-mail and in the format provided. A separate report will be submitted for each account of the congregation (general account, building account, etc.). Comments on specific income and expenditure are to be provided as well as a short analysis of trends (income and expenditure).

!!! Sample !!! - Congregational Finance Report:

**Uthando lweNkosi Congregational Finance Report 2<sup>nd</sup> Quarter (April-June 2005)**

1. **Current Account** (Acc.no. 123456789, FNB Durban Central Br.Cd 456789)

- **Balance brought forward (31.3.2005): R 12.380,70**

- **Income:**

	April 2005	May 2005	June 2005
Sunday Offerings	R 4.379,21	R 3.903,67	R 4.100,50
Rental income	R 1.200,- (A)	R 1.200,-	R 1.200,-
Fundraising Work	-	R 2.453,- (B)	R 350,- (C)
Monthly Totals	R 5.579,21	R 7.556,67	R 5.650,50

**Total income (April-June 2005): R 18.786,38**

- **Expenditure:**

	April 2005	May 2005	June 2005
Parish Contribution	R 3.500,-	R 3.500,-	R 3.500,-
Electricity + Water	R 300,-	R 300,-	R 300,-
Wine + Wafers	-	R 225,-	-
Meetings	R 500,- (D)	-	R 240,- (E)
To Building Fund	R 800,-	R 800,-	R 800,-
Bank Charges	R 46,-	R 67,-	R 62,-
Monthly Totals	R 5.146,-	R 4.892,-	R 4.902,-

**Total expenditure (April-June 2005): R 14.940,-**

**Current balance (30.6.2005): R 16.227,08**

**Comments**

- A: The rent for the pastor's house has been increased from R1.100,- to R1.200 in this reporting period.
- B: A fundraising shisa nyama on Workers Day (1.5.2005) brought a profit of R2.153,- and an anonymous donation of R 300,- was received at the function.
- C: The cake sale after church on Youth Day (16.6.2005) brought a profit of R350,-.
- D: Contribution toward parish councils retreat (7+8.April) at Botha's Hill.
- E: Contribution towards izikhonzi training workshop (14.+15.June) at St.Michael's.

2. **Building Account** (Acc.no. 78912345, FNB Durban Central Br.Cd 456789)

- Balance brought forward (31.3.2005): R 34.678,-

- Income

	April 2005	May 2005	June 2005
From Current Account	R 800,-	R 800,-	R 800,-
Direct Deposits	R 1.280,-	R 80,-	R 3.200,-
Interest	R 335,-	R 345,-	R 355,-
Monthly Totals	R 2.415,-	R 1.225,-	R 4.355,-

**Total income (April-June 2005): R 7.995,-**

- Expenditure

	April 2005	May 2005	June 2005
Architect	R 8.255,-	-	R 2.355,- (B)
Municipality	-	R1.500,- (A)	-
Monthly Totals	R 8.255,-	R 1.500,-	R 2.355,-

**Total expenditure (April-June 2005): R 12.110,-**

**Current balance (30.6.2005): R 30.563,-**

**Comments**

A: Fee for submission of building plan at municipality

B: Architects fees for Revision of building plan due to smaller total budget and new municipal by-laws

**Analysis:**

**1. Current Account**

Generally **income** at Uthando lweNkosi congregation has been steady and good in the past months. A slight drop can be seen in May. This is mostly due to the upcoming League Circuit Conferences and fees, that had to be paid in advance. Fundraising also helped towards monthly transfer of R800,- to the building fund.

On the **expenditure** side, the amount spent on wine, wafers and others was smaller than usual.

Recommendation: In the coming months a table and a lockable cupboard for the registers and files of the congregational council will have to be budgeted for, as well as for an increase in cost of electricity.

**2. Building Account**

The income in the Building Account is cause for concern. The aim of R3.000,- of direct deposits per month (roughly R 4.300,- total monthly income) as decided upon at the AGM has only been reached once (June).

Recommendation: The congregational council should remind members of their pledges towards the building funds and involve the congregational fundraising committee. A building fund barometer showing current level and aim should be hung next to the notice board.

Signed: N.I.L. Mpofu (congregational Treasurer)

Date: 18. July 2005