

You do not have to return this form—it is meant only as an optional aid for your calculations

WORK SHEET - FORM B

Year Reported 2011

CHURCH TREASURER'S ANNUAL REPORT

NAME OF CHURCH OR PASTORAL CHARGE \_\_\_\_\_

SECTION 1 -- IDENTIFIABLE GIVERS 2011

(Enter Amounts here on Specified Lines of Section 1, Statistical Forms)

Number of Identifiable Givers ( \$50 or more ) to Local Expenses ..... 18(a)
Number of Households Represented in Above [number should be less than or equal to 18(a)] ..... 18(b)
Number of Identifiable Givers to the M&S Fund ..... 19

SECTION 5 -- RECEIPTS 2011

(Enter Amounts Below on Specified Lines of Section 5, Statistical Forms)

When reporting receipts and expenses for 2011, please include amounts in all major funds (e.g., Building Fund, Memorial Fund, CEC, Capital Fund, Manse Fund, Trustees). We want to get a reasonably accurate picture of the total income and total expenses of the charge and congregations for the year.

Allocations from congregation treasurers to the Central Treasurer should not be reported under any category of Receipts—presumably, the money being allocated to the charge has already been counted when it was first received by the congregation from individual donors.

Total Givings for Operation of the Pastoral Charge, its Preaching Places and for the Mission and Service Fund:
Envelopes (Local) ..... \$
Envelopes (M&S) .....
P.A.R., Other Income .....
Loose Offerings .....
SUB-TOTAL ..... \$ A.1

Total Amount Raised by U.C.W for all Purposes. For Example:
Local Church Support ..... \$
M&S Fund .....
Donations to Other Causes .....
Operational/Other .....
SUB-TOTAL ..... \$ A.2

Total Amount Raised by Other Organizations For Example:
Local Church Support ..... \$
M&S Fund .....
Donations to Other Causes .....
Operational/Other .....
Amounts from fundraising events .....
SUB-TOTAL ..... \$ A.3

(Also include amounts from special fund raising events of the Pastoral Charge in A.3 – see Instructions, page 11)

Total Raised from:
Bequests Received ..... \$
Rental Income, use of property .....
Property Sales .....
Interest from Endowments/Investments ...
Donations to Memorial Funds .....
Government (or Other) Grants ..... (Do NOT include Mission Support Grants)
Other .....
SUB-TOTAL ..... \$ A.4

Congregational Givings for Local
Capital or Building Funds ..... \$
SUB-TOTAL ..... \$ A.5

Amount of Loans Received (excluding Mission Support Grants)
Loans during year ..... \$
SUB-TOTAL ..... \$ A.6

.....OVER/ ↗

**SECTION 5 -- EXPENSES 2011**

(Enter Amounts Below on Specified Lines of **Section 5**, Statistical Forms)

Paid out for all other United Church Appeals (Please include UCW donations to United Church Appeals/Groups)  
(Do NOT include donations to M & S Fund) :

.....	\$ _____		
.....	_____		
SUB-TOTAL .....	\$ _____	\$ _____	B.1

Paid out for all other charitable purposes (e.g., ecumenical groups, hospitals, Bible society, benevolent fund, mission projects.)  
Again, include UCW donations to other charitable purposes; please *do not include* donations to the M&S Fund. Also include  
here amounts expended for local community assistance programs (e.g., food bank, Out of the Cold, etc.).

.....	\$ _____		
.....	_____		
SUB-TOTAL .....	\$ _____	\$ _____	B.2

Operational Costs of Church(es):

Conference/Presbytery Assessments ....	\$ _____
Office Operation, telephone .....	_____
Maintenance and Repairs .....	_____
Heat/Light/Water .....	_____
Manse expenses .....	_____
United Church Observer .....	_____
Taxes .....	_____
Insurance .....	_____
C/Q-PP, UIC, Pension Plan Contributions.....	_____
Honorariums Given .....	_____
Study & Book Allowances .....	_____
Other .....	_____

(For a quick method to calculate  
a reasonably accurate value for B.3,  
**applicable to single-point charges**,  
please consult the "Tip" under the  
the explanation for Question B.3, on page 12  
of this booklet; this tip does not work if your  
charge capitalizes the cost of any capital  
improvements on the balance sheet.)

<b>Operational Costs of Organizations .....</b>	_____	..... (including UCW expenses)	
SUB-TOTAL .....	\$ _____	\$ _____	B.3

Non-Ministry Personnel Salaries:

Secretary.....	\$ _____
Custodial .....	_____
Organist/Pianist.....	_____
Other Staff .....	_____
SUB-TOTAL .....	\$ _____

\$ \_\_\_\_\_ B.4

Salary Paid to (One) Minister or Supply .....	\$ _____	B.5 (a)
Amount of Housing Allowance Paid to Him/Her .....	\$ _____	B.5 (b)
Salary Paid to Other Professional Ministerial Staff .....	\$ _____	B.6 (a)
Amount of Housing Allowance Paid to Him/Her/Them .....	\$ _____	B.6 (b)

Travel Expenses Paid to all ministerial staff:

.....	\$ _____
.....	_____
.....	_____
SUB-TOTAL .....	\$ _____

\$ \_\_\_\_\_ B.7

Paid out for:

Local Capital Improvements.....	\$ _____
Purchase of Property .....	_____
SUB-TOTAL .....	\$ _____

\$ \_\_\_\_\_ B.8

Paid out against Loan Principal and Interest

Payment of Loan Principal and Interest	\$ _____
Other Charges .....	_____
SUB-TOTAL .....	\$ _____

\$ \_\_\_\_\_ B.9

**Please note:** Column 40 of the *Year Book, Vol. 1* (Expended for the Operation of the Pastoral Charge,  
including all Salaries) comprises the totals of Section 5, Questions B.3, B.4, B.5(a), B.6(a), & B.7