



**Table II of the  
Local Church Report to the Annual Conference  
2005-2008 Quadrennium  
Introduction**

Following is the downloadable version of the **Table II statistical table** for use during the '05-'08 quadrennium, along with the instructions for filling out the form. Note the following two items.

1. Please do not use this version of the form without confirming with your conference statistician or treasurer that this version may be used. Many annual conferences modify Table II to collect additional financial information of particular interest to conference leadership. It is important for you to provide answers to all of the questions asked by your annual conference.
2. Please **do not** return the completed form to the General Council on Finance and Administration. All statistical table answers are to be returned as directed by your annual conference to the statistician, treasurer or other designated office. The GCFA Statistics Department is unable to process statistical data received directly from a local church. Any forms returned to GCFA will not be recorded.

[Click here](#) or **scroll down** to view **Table II**.



Table II, Statistical Table

# Worksheet for Table II of the Local Church Report to the Annual Conference

Conference Church No. \_\_\_\_\_

**The United Methodist Church** \_\_\_\_\_

Pastor \_\_\_\_\_

State \_\_\_\_\_ County \_\_\_\_\_

Church \_\_\_\_\_

Reports for the year ended December 31, \_\_\_\_\_  
or for the period

Charge \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

District \_\_\_\_\_

Conference \_\_\_\_\_

**Important—Read instructions on Worksheet**

		<i>Apportioned</i>	<i>Amount Paid</i>
BENEVOLENCES	38. World Service .....	.xx	38 .xx
	39. Conference Benevolences .....	.xx	39 .xx
	40. Ministerial Education Fund .....	.xx	40 .xx
	41. Black College Fund .....	.xx	41 .xx
	42. Africa University Fund .....	.xx	42 .xx
	43. General Advance Specials _____ and World Service Special Gifts _____ (Enter the total of these two amounts in the "Paid" column) .....		43 .xx
	44. Youth Service Fund .....		44 .xx
	45. General church offerings: Human Relations _____, One Great Hour of Sharing _____, Peace with Justice _____, Native American Ministries Sunday _____, World Communion _____, U.M. Student Day _____ (enter the total of these six amounts in the "Paid" column) .....		45 .xx
	46. Annual Conference Special Sunday Offerings: Christian Education Sunday _____, Golden Cross Sunday _____, Rural Life Sunday _____, Disability Awareness Sunday _____ (enter the total of these amounts in the "Paid" column) .....		46 .xx
	47. Conference Advance Specials .....		47 .xx
	48. Higher education (capital and operational expenses) .....		48 .xx
49. Health and welfare agencies .....		49 .xx	
50. Other benevolences sent to conference treasurer (do not include items reported above) .....		50 .xx	
51. Other benevolences paid directly by local church (do not include payments sent to conference treasurer or to United Methodist Church general boards and agencies) .....		51 .xx	
CONNECTIONAL ADMINISTRATION FUNDS	52. Interdenominational Cooperation Fund .....	.xx	52 .xx
	53. General Administration Fund .....	.xx	53 .xx
	54. Jurisdictional Administration Fund .....	.xx	54 .xx
	55. Area and conference administration funds .....	.xx	55 .xx
	56. District administration funds .....	.xx	56 .xx
	57. ....	.xx	57 .xx
CONNECTIONAL CLERGY SUPPORT	58. Pension and benefit funds (MPP and/or CPP) paid directly to the General Board of Pension and Health Benefits .....		58 .xx
	59. Pension and benefit funds remitted to the conference treasurer .....	.xx	59 .xx
	60. District Superintendents' Fund .....	.xx	60 .xx
	61. Episcopal Fund .....	.xx	61 .xx
	62. Equitable Compensation Fund .....	.xx	62 .xx
	63. ....	.xx	63 .xx
PASTORAL SUPPORT LOCAL CHURCH	64. Pastor's base compensation .....		64 .xx
	65. Associate's(s) base compensation (under episcopal appointment) .....		65 .xx
	66. Housing-related allowances and utilities paid to/for pastor _____ paid to/for associate(s) _____ .....		66 .xx
	67. Reimbursements paid to/for pastor _____ paid to/for associate(s) _____ .....		67 .xx
LOCAL CHURCH EXPENDITURES	68. Other cash allowances paid to/for pastor _____ paid to/for associate(s) _____ .....		68 .xx
	69. Diaconal minister(s)/Deacon(s) appointed to specialized ministry in the local church total compensation and expenses .....		69 .xx
	70. Other staff compensation and expenses .....		70 .xx
	71. Current expenses for program (including church school) .....		71 .xx
	72. Other current operating expenses (not including program expenses on line 71 above) .....		72 .xx
	73. Principal and interest paid on indebtedness, loans, mortgages, etc. ....		73 .xx
	74. Paid on buildings and improvements (not including funds borrowed) .....		74 .xx
U.M.W.	75. United Methodist Women cash sent to district or conference U.M.W. Treasurer .....		75 .xx
	76. GRAND TOTAL PAID (add lines 38-75 in paid column) .....		76 .xx

**Signatures:**

\_\_\_\_\_, Pastor \_\_\_\_\_, Chair, Finance Committee \_\_\_\_\_ (date)

*Instructions for Table II of the*  
**LOCAL CHURCH REPORT TO THE ANNUAL  
CONFERENCE**

**THE LOCAL CHURCH REPORT IS A VERY IMPORTANT DOCUMENT. PLEASE SEE THAT ALL ITEMS ARE ACCURATE AND COMPLETE. This worksheet is for the convenience of the pastor. Under no circumstances should it be substituted for the report mailed to conference officers.**

The official form for the Local Church Report to the Annual Conference, Table II, Financial Report, contains line items numbered 38 through 76. After you have completed this worksheet please transfer the information to the report blank(s) provided by your annual conference and return them to the conference statistician or as instructed by your Annual Conference. *Please keep this worksheet for your records.* Federated churches, community churches, etc., report only that part of the finances belonging to The United Methodist Church.

### GENERAL INSTRUCTIONS

- A. It is the pastor's responsibility that this form be prepared.
- B. Prepare a separate report for each organized church on the charge.
- C. The pastor should fill in the entire heading of the "Local Church Report, Table II," if this has not been done by a conference officer.
- D. Please ensure entries on all copies are legible.
- E. Report finances in dollars — do not report cents. (Round to nearest dollar.)
- F. When there is nothing to report for a line item enter "0".
- G. This report should be a summary of all money paid by your local church during the year out of funds contributed and raised in the local church. Read the instructions for individual lines carefully before filling in any amounts. Do not report any amount in more than one line. Money raised or contributed during the year but not paid out, should be reported on Table I, Line 35. Do not report it on Table II until the year it is paid out.
- H. If your church uses *The United Methodist Church Financial Records Handbook*, you will find that the chart of accounts in that publication is comparable to those on this form.

### INSTRUCTIONS FOR LINE ITEMS

**Lines 38–42, 52–57, 59–63** — Report amounts sent to your Conference Treasurer as payments on apportionments. Follow the instructions given by your annual conference as to which lines to use in reporting these payments.

**Line 43** — Report the amounts paid for which General Advance Special Gift and World Service Special Gift acknowledgements have been issued. DO NOT report amounts paid on apportionments. (§§ 819-820)

**Line 44** — Youth Service Fund. (§ 1208)

**Line 45** — Report the total paid for these six Special Day offerings: Human Relations Day, One Great Hour of Sharing, Peace with Justice Sunday, Native American Ministries Sunday, World Communion Sunday, and United Methodist Student Day. (§§ 264, 822)

**Line 46** — Report the total paid for these four Special Day offerings: Christian Education Sunday, Golden Cross Sunday, Rural Life Sunday, Disability Awareness Sunday. (§ 266)

**Line 47** — Report the amount of gifts to approved Annual Conference Advance specials.

**Line 48** — Include all payments made to conference treasurer for higher education, whether for current operational or capital expenditures. Include gifts for colleges, universities, seminaries, and campus ministries. Gifts not sent through the conference treasurer should be reported in Line 51, "Other benevolences paid directly by the local church."

**Line 49** — Funds raised for health and welfare agencies not reported elsewhere.

**Line 50** — Enter any benevolence items sent through the conference treasurer and not reported in Lines 38–49.

**Line 51** — Report here monies paid directly by the local church to local benevolence or community organizations or to non-United Methodist organizations outside the local church.

**Line 57, 63** — Use only as directed by your annual conference.

**Line 58** — Use this line only if your annual conference has voted for churches to make Ministerial Pension Plan and/or Comprehensive Protection Plan payments directly to the General Board of Pension and Health Benefits.

**Line 64–68** — In these lines report amounts paid by the local church for the base compensation, housing, expense reimbursements, and other allowances and benefits of ordained elders and local pastors appointed to this church by the bishop. BEFORE ENTERING ANY AMOUNTS IN LINES 64–68, COMPLETE THE "LOCAL CHURCH PASTOR COMPENSATION AND EXPENSES WORKSHEET" included with this worksheet. Then follow the instructions there for transferring amounts to Lines 64–68. DO NOT INCLUDE amounts paid from funds received from annual conference equitable compensation or mission support funds, or from any other funds not contributed or raised in the local church.

**Line 69** — Report the amounts paid by the local church as compensation and expense reimbursements for ordained deacons and diaconal ministers it employs. The report total should include base salary, benefits, reimbursements for expenses such as travel, and allowances such as those for utilities and housing. Do not include non-cash benefits.

**Line 70** — Report the amounts paid by the local church as salaries, housing, benefits, expense reimbursements, and allowances for any lay employees who are not diaconal ministers. DO NOT INCLUDE compensation for any pastors or staff appointed by the bishop in this line.

**Line 71–72** — In Line 71 enter the total of all amounts disbursed for local church program under the direction of the local Church Council or Council on Ministries; its ministry groups (nurture, outreach, witness — see § 252.1–2); its age-level, family and specialized ministries (§ 253) coordinators or councils; or other local church program structures.

In Line 72 enter the total of current operating expenses, such as office expense, expenses for property maintenance and insurance, utilities for the church, etc.

DO NOT INCLUDE in Lines 71 or 72 amounts paid for salaries, housing, expense reimbursements, or other allowances or benefits for the pastor(s) or any other church staff or employee, clergy or lay; report those amounts in Lines 64–70. DO NOT INCLUDE capital expenditures. DO NOT INCLUDE in Lines 71 or 72 amounts sent to the conference treasurer or through other United Methodist denominational channels, amounts sent to local benevolence or community organizations, or to non-United Methodist organizations outside the local church.

**Line 73** — Include only expenditures for payments on debts incurred before the beginning of this year as shown on last year's report. This includes payments on loans, mortgages, etc. (Do not include principal and interest on money borrowed and repaid within the current fiscal year. This should be reported on lines corresponding to the purpose for which the money was borrowed.)

**Line 74** — Enter here only amounts paid from contributions for capital improvements, not from loans. Enter any outstanding indebtedness on Line 36. Amounts contributed but not paid out (retained for use in future years) should be included in Line 35. "Capital improvements" include the cost of new property and buildings, major purchases of new equipment or furnishings (organs or other musical instruments, heating and cooling equipment, kitchen equipment, audio-visual equipment, furnishings) and major renovation. Also include short-term rent for new congregations.

**Line 75** — Report here only the amount which has been sent to the District or Conference U.M.W. Treasurer. The amounts raised by U.M.W. and spent for items in the local church and community (as reported in Line 29, Table I) should be reported in other lines of Table II which correspond to the purpose for which the money was spent.

**Line 76** — Add the amounts you have entered in the column headed "Amount Paid," and report the total here. This should be the total amount paid out by your local church during the year from money contributed or raised locally. Please check your additions. Correct totals will save time, trouble, and work for your Conference Statistician and Treasurer as well as yourself.

[<< Top of Document](#)

[<< Records and Statistics](#)

[<< Charge Conference Forms](#)

[<< GCFA Home](#)