

\$ Money Report Help Sheet

The following provides a detailed explanation and listing of what is to be included in each of the lines on the Money Report. The numbering on the Money Report corresponds to the numbering on the Help Sheet. Please keep this document in a safe place or with the FGCC Administration Manual for quick reference. ALL FIELDS on the Money Report must have a numeric value. If there is no amount, please enter a zero.

INCOME

1 Total Tithable Income

The total amount of Revenue collected by the church in the current reporting month:
 * General Tithes & Offerings
 * Bequests and Special Gifts - undesignated

2 Total Non-Tithable Income

The total amount of Revenue collected by the church in the current reporting month:

- (a) Foursquare Canada Missions
 - * General Offerings
 - * Designated Offerings (India, New Zealand, India's Kids, etc.)
- (b) Other Missions
 - * External Missions organizations
 - * Mission Outreach teams within local church
- (c) Building Funds
 - * Building Projects
 - * Mortgage/Debt Reduction
- (d) Pacific Life Bible College of Canada
- (e) Other
 - * Visiting Speakers or Groups
 - * Scholarships, Bursaries, Camp Sponsors
 - * Disaster Relief
 - * Miscellaneous Special Offerings (Designated)

If completed on computer, total will automatically be calculated

3 Total Other Income

The total amount of Revenue collected by the church in the current reporting month:
 * Rental or Lease income
 * Special Event Fundraisers
 * Interest Income
 * Miscellaneous income that was not received

4 Total Income

The total of Box 1, 2, 3. If completed on computer, total will automatically be calculated

EXPENSE

5 Total Extension Tithes

The total amount of Extension Tithes sent to the national office for the current reporting month (10% of Tithable Income on Line 1)

6 Total Foursquare Canada Missions

The total amount of FCM Offerings sent to the national office for the current reporting month (General & Designated)

7 Total Other Missions

The total amount of funds paid for external missions and mission projects within the church for the current reporting month

8 Total Pacific Life Bible College

The total amount of funds sent to Pacific Life Bible College for the current reporting month

9 Total Building Expense

The total amount of funds paid for building expenses for the current reporting month, including:
 * Rent
 * Insurance
 * Property Tax
 * Utilities
 * Janitorial & Cleaning Supplies
 * Maintenance & Repair

10 Total Payroll Expense

The total amount of funds paid for payroll expenses for the current reporting month, including:
 * All Salaries & Wages
 * Housing Allowance
 * Employer Deductions
 * Group Benefit Plan, Provincial Medical
 * Pension Plan
 * Allowances, Other

11 Total Office/Administration Expense

The total amount of funds paid for office/administration expenses for the current reporting month, including:

- * Office Supplies
- * Postage
- * Internet
- * Printing
- * Bank Charges, Fees
- * Office Equipment supplies/service
- * Advertising
- * Office Equipment < \$10,000

12 Total Loans & Lease Payments

The total amount of funds paid for mortgages, loans and leases for the current reporting month, including:

- * Mortgage (Principle + Interest)
- * Loans
- * Credit Card
- * Leases

13 Total Ministry Expense

The total amount of funds paid for ministry expenses for the current reporting month, including:

- * Children, Youth, Adult
- * Home Groups, Bible Studies
- * Outreach, Benevolence
- * Training Resources, Library
- * Conferences
- * Visiting Speakers
- * Sunday Service Supplies (Communion, Tithe Envelopes)
- * Media, Music

14 Total Miscellaneous Expense

The total amount of funds paid for expenses that do not fall under other categories for the current reporting month, including:

- * Church Vehicle Insurance
- * Kitchen Supplies
- * Other

15 Total Expenses

The total of Box 5 to 14. If completed on computer, total will automatically be calculated

ASSETS

16 Total Bank/Cash Accounts

The total of all bank account balances at the end of the current reporting month

17 Total Investment Accounts

The total balance for all investment accounts at the end of the current reporting month

18 Total Furniture, Fixtures, Equipment

The total amount for all assets purchased over \$10,000 for the current reporting month

19 Total Furniture, Fixtures, Equipment

The total amount for all assets disposed of over \$10,000 for the current reporting month

20 Total Assets

The total of Box 16 to 19. If completed on computer, total will automatically be calculated

LIABILITIES

21 Total Short-term Liabilities

The total amount for all short-term liability account balances at the end of the current reporting month, including:

- * Accounts Payable
- * Credit Cards
- * Line of Credit

22 Total Long-term Liabilities

The total amount for all long-term liability account balances at the end of the current reporting month, including:

- * Mortgage
- * Loan

23 Total Liabilities

The total of Box 21 to 22. If completed on computer, total will automatically be calculated