

Monthly Financial Report

Help Sheet



The following provides a detailed explanation of what is to be included in each of the lines on the Financial Report. The numbering on the Financial Report corresponds to the numbering on the Help Sheet. The sheet will automatically subtotal and total the sections.

** Categories are organized to match the reporting requirements of the Annual Charity T3010 Report.

SECTION A: ASSETS & LIABILITIES *Report balances at end of current reporting month*

1075	Total Cash/Bank Balance	The total of all cash and reconciled bank account balances.
1200	Accounts Receivable	The total of monies owed the church as accounts receivable.
1220/21	GST/HST Receivable	The total of GST/HST Rebate that has not been claimed by church.
1820	Office Furniture & Equip	The total value of all Office Furniture & Equipment.
1840	Vehicle	The total value of all Vehicles owned by church.
2100	Accounts Payable	The total of all outstanding invoices and payments.
2195	Receiver General Payable	The total of all Payroll Deductions that have not been paid to CRA.
2251	Benefits Payable	The total of all Group Insurance and Pension Plan payments that have not been remitted to Foursquare Benefit Plan.

SECTION B: INCOME *Report amounts for current reporting month*

Received Income:

4109	Tithe Income	The total of received tithe income.
4119	Special Offerings	The total of received gifts for Special Offerings (sound equipment, chairs, vehicle, etc.)
4200	Foursquare Missions	The total of received gifts for Foursquare Missions.
4309	Foursquare Missions Designated	The total of received gifts for designated Foursquare Missions Projects (Overseas Foursquare Works, Foursquare Kids, Foursquare Disaster Relief).
4329	Local Church Missions	The total of received gifts received for Local Church Missions Projects (short-term missions teams).
4449	Ministry Offerings	The total of received gifts for Ministry Offerings (children, youth, mens, womens, Alpha, community outreach, benevolence)
4450	Project Offerings	The total of received gifts for Project Offerings (building purchase renovations, etc.)

Non-Received Income:

4650	Church Support	The total income received from another church or charitable organizations (support from national office).
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4655	Daycare Income	The total income received from daycare operations in the church.
4656	Government Grants	The total income received from government grants other than daycare funds (summer students, community grants).
4700	Interest Income	The total income received from interest on bank accounts.
4750	Rental Income	The total income received from rental of church facilities.
4899	Ministry Income - Other	The total non-riciepted income for Ministry Projects (children, youth, mens, womens, etc.)

SECTION C: EXPENSES

Report amounts for current reporting month

5010	Advertising Promo	The total expenses for newspaper, radio, TV, etc.
5099	Travel/Vehicle	The total expenses for vehicles owned by church or mileage reimbursements upon requisition.
5100	Bank Charges	The total expenses for bank charges and interest.
5150	Membership Dues	The total expenses for license fees, subscriptions, copyright fees.
5249	Office Expense	The total expenses for office supplies, office equipment, internet telephone, cell, etc.
5299	Occupancy Costs	The total expenses for leasing or ownership of church property
5349	Professional Fees	The total expenses for accounting, legal, etc.
5355	Education & Training	The total expenses for training or professional development of pastoral staff including Foursquare convention or conferences.
5449	Salary & Benefits	The total expenses for payroll and benefits including employer costs for CRA deductions, group insurance and pension.
5689	Ministry Expenses	The total expenses for ministry projects of church.

Expenses:

5701	FGCC Extension Tithe	The total of Extension Tithe paid to national office.
5705	FGCC Missions (paid to N/O)	The total of Foursquare Missions paid to national office.
5707	PLBC	The total of support paid to Pacific Life Bible College.
	Other Gifts - Qualified Donees	The total of amounts paid to other churches or charities (ie. Power to Change, World Vision, etc).
	Equipment Purchases	The total expenses for purchased equipment not recorded in 1820 and 1840 above.

SECTION D: TOTALS

Please ensure signature on Ministry Report to Validate Approval of this Financial Statement