TABLE II ITEMIZED WORKSHEET

CHURCH NAME _____ **PASTOR** _____

THIS ITEMIZED WORKSHEET FOR TABLE II MUST BE BROUGHT WITH YOU TO ANNUAL AUDIT

Non UM Charitable LINE #38

Non UM Charities.....
Public Media Advertising...
(radio, tv, facebook boosts, print ads, billboards, direct mail etc)
Digital Presence.....
(Web, Live stream, podcast etc)
Mercy Ministries .....
(*Food Banks, Clothes Closets,Work Camps Mission Trips)*
Revivals.....
Childcare.....
(MDO, Day School, Kindergarten, Day Care etc)
Camp Scholarships.....
Other Scholarships.....
Flowers.....
Food/Refreshment.....
Graduation Gifts .....
Newsletters.....
Scouting.....
Other.....
TOTAL LINE #38

TABLE II, LINE #45 (Lay Staff)

Dir. Christian Educ.....
Secretary .....
Treasurer.....
Financial Secretary .....
Custodian.....
Organist .....
Pianist.....
Choir Director.....
Child. Choir Dir.....
Other Musicians.....
Groundskeeper.....
Hostess (Food Ser.Mgr).....
Administrator.....
Nursery Workers.....
Youth Director.....
Staff Gifts.....
Pulpit Supply.....
Lay Health Insurance.....
Lay Pension Pymnts.....
Lay Social Sec. Pymnts.....
Background Checks .....
Children's Director.....
Other _____

TOTAL TABLE II-LINE #45 _____

Other Program Exp LINE #46

Education/Programs:

SS Literature & Supplies.
Teacher Training.....
Ch Wide Retreats.....
Vac. Bible School.....
Bible Studies.....
Confirmation Mat.....
Evangelism.....
Children.....
(except salaries & any item included elsewhere.)
Youth.....
(except salaries & any item included elsewhere.)

Missions:

Education.....
Interpretation.....
Social Concerns.....

Miscellaneous:

Audio/Visual.....
Upper Rooms.....
Music Supls. & Exps.....
Candles, Paraments.....
Children's Church.....
Communion & Altar.....
Stewardship.....
Envelopes, Statements...
Financial Campaign.....
Financial Audit.....
Training/Wrkshps.....
Lay Member to Conf.....

Other:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

TOTAL - LINE #46 _____

TABLE II, LINE #47.a.(Operating)

Routine Property Maintenance:

Church Buildings.....
Parsonage.....
Bus/Van.....
Lawn Service.....

Church Utilities:

Water .....
Gas (Prop. & Natural).....
Electricity.....
Sewerage Fees.....
Telephone.....

Insurance Premiums for:

Workers' Compensation.....
Bus/Van/Auto.....
Liability/D&O.....
Sexual Misconduct.....

Office Expense:

Gen. Supplies.....
(pens, paper, clips, etc.)
Computer/Printer/Copier
Supplies.....
Printing/Stationary.....
Bulletins .....
Postage .....
Leased Equip (Short Term)
Other .....

Total Line #47a. _____

47.b. Property/Liability Insurance

Total of Property/Liability
Insurance on Church Buildings
And Parsonage
Total 47.b .....

TOTAL TABLE II-LINE #47
(Total Columns 47 a. & b.) _____

TABLE II, LINE #49 (Capital Expenses)

Pew Bibles.....
Choir Robes.....
Office Equipment.....
Hymnals.....
Musical Instruments.....
(organs, pianos, etc).
Kitchen Equipment.....
Audio-Visual Equip.....
Renovations.....
Heating/AC Equipment.....
Capital Improvements.....
(furnishings, carpet, pews)
Lease/Purchase Agreements...
Other

TOTAL TABLE II-LINE #49 _____

Suggested Guidelines

Use the examples listed above as general suggestions of the types of expenditures under each column. All possibilities cannot be suggested. All expendentitures of the church should be listed somewhere on Table 2. **REMEMBER THAT LINES 41 -47A COMPRISE THE APPORTIONMENT FORMULA.**

Read the explanations on the Table and also the "What to Do's" before completing.

As a general guideline Line 49 is for items that were replaced or purchased new. Line 47a includes items that were repaired or maintained.