**Annual Financial Reports Submission**

(June 1st)

The annual financial reports are due on June 1st. These reports can be posted in your BHECM file drop or emailed to (beckytate@vaumc.org). Copies of these reports should also be sent to your District Superintendent and reviewed at the Annual Evaluation Conference.

Campus Ministry Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A detailed copy of the campus ministry budget for the current fiscal year \_\_\_\_\_\_\_\_\_\_

is attached.

A detailed income and expense report for the close out of the previous fiscal year \_\_\_\_\_\_\_\_

 is attached.

A summary of any other assets or liabilities not reflected in the budget (endowment funds, loans, etc.) for fiscal year \_\_\_\_\_\_\_\_\_ is attached.

These financial documents are being submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_