**Finance Frequently Asked Questions:**

**Where can I get a copy of the Fund Balance Report (annual audit form).**

That form is available for download, here (link to downloadable resource).

**How long should we hold on to financial records of the church?**

The record retention policy as recommended by the General Council on Finance and Administration (GCFA) can be found [here.](https://www.gcfa.org/media/2242/record-retention-policy.pdf)

**What is the purpose of the narrative budget?**

The narrative budget can be provided in addition to the typical budget; it does not replace the regular annual budget. It comes in handy when you want to interpret the numbers to the average person in the congregation to show where their dollars are going. It is a way to interpret the budget to the congregation, although the regular budget should still be made available to anyone who may have questions. You want people to see the connection between their giving and the ministry the church is accomplishing; the narrative budget is one tool to help you do that.

**Other that Quickbooks, what accounting software do you recommend for local churches?**

Consider trying [Church360](https://www.concordiatechnology.org/church360), which is a membership and accounting software.

[Breeze](https://www.breezechms.com/) has also been found to be user friendly.

Microsoft Excel or Google Sheets can also be a very useful tool if you looking for a simple way to keep track of things.

**How often should we send out statements to our congregation during the year?**

Statements should be sent twice a year at the least, though some congregations find it helpful to receive statements quarterly. This helps remind people of where they are in their yearly giving as it can be easy to lose track.