



CENTRE:..... CONFERENCE:.....

MONTH.....

CENTRE PASTOR.....

TREASURER.....

SIGNATURE.....

SIGNATURE.....

DATE.....

DATE.....

MONTHLY SUMMARY OF ATTENDANCE & INCOME

ATTENDANCE							INCOME							
ITEMS	ADULT	YOUTH	CHILDREN	FIRST TIMER	Total	CONVERT	ITEMS	Offering	Tithes	Welfare	Building	Others	Misc	Total
1 st Sunday/ Tuesday							Income 1 st Week							
2 nd Sunday/ Tuesday							2 nd Week							
3 rd Sunday/ Tuesday							3 rd Week							
4 th Sunday/ Tuesday							4 th Week							
5 th Sunday/ Tuesday							5 th Week							
Total Sunday							Total							
Average Sunday							100%							
Previous Month							Previous 100%							

BANK BALANCES	ACCOUNT NO.	BALANCES	OTHER BANK CASH DEPOSIT		



CONFERENCE.....

CONFERENCE MONTHLY FINANCIAL REPORT

MONTH.....

NCC/INT. 004

No	ITEMS																	
1	Income Balance b/f																	
2	Tithes & offering																	
3	Love offering																	
4	Pledges																	
5	Total income																	
	EXPENDITURE																	
1	Minister's Allowance																	
2	Administrative Expenses																	
3	Love Offering																	
4	Motor Running/Travelling																	
5	Motor Repairs																	
6	Camps and Conferences																	
7	Building																	
8	General Repair & Maintenance																	
9	Furniture & Fittings																	
10	Office Utilities (Nepa, Nitel, etc)																	
11	Printing & Stationery																	
12	Bank Charges (COT,VAT,ETC)																	
13	Central Dues 10%																	
14	Conference Dues																	
15	Family Dues																	
16	Miscellaneous																	
17	Total Expenditure																	
	Balance c/f																	
BANK BALANCES	ACCOUNT NO.	BALANCES			OTHER BANK CASH DEPOSIT													

Conference Treasurer:.....

Conference Secretary:.....

Conference Pastor:.....

DATE.....

DATE.....

DATE.....



NEW COVENANT CHURCH

NCC/INT. 01

..... Centre, Conference, City

Function: _____ Date: _____

Speaker: _____

Message: _____

1st Timers: M _____ F _____ C _____ Total _____

Converts: M _____ F _____ C _____ Total _____

Attendance:

Main Church: M _____ F _____ C _____ Total _____

Teenagers/Children Church

Teenagers: M _____ F _____ C _____ Total _____

Teachers: M _____ F _____ C _____ Total _____

Aggregate: M _____ F _____ C _____ Total _____

Children: M _____ F _____ C _____ Total _____

Teachers: M _____ F _____ C _____ Total _____

Aggregate: M _____ F _____ C _____ Total _____

Other Remarks: _____

B. Offering

Main Church:

Teenagers/Children Church:

Total Offering:

C. Tithes

Foreign Currency:

Total Offering & Tithes:

D. Pledges & Others

E. Grand Total (B+C+D)

Denomination of Offering & Tithes (Group B&C)		
Currency	No of Pieces	Amount
₦ 1,000.00	_____	_____
₦ 500.00	_____	_____
₦ 200.00	_____	_____
₦ 100.00	_____	_____
₦ 50.00	_____	_____
₦ 20.00	_____	_____
₦ 10.00	_____	_____
₦ 5.00	_____	_____
0.50k	_____	_____
Sub Total Cash	_____	_____
Cheques	_____	_____
Foreign Currency	_____	_____
Total Cash & Cheques	_____	_____
Denomination of Offering & Tithes (Group B&C)		
Currency	No of Pieces	Amount
₦ 1,000.00	_____	_____
₦ 500.00	_____	_____
₦ 200.00	_____	_____
₦ 100.00	_____	_____
₦ 50.00	_____	_____
₦ 20.00	_____	_____
₦ 10.00	_____	_____
₦ 5.00	_____	_____
0.50k	_____	_____
Sub Total Cash	_____	_____
Cheques	_____	_____
Foreign Currency	_____	_____
Total Cash & Cheques	_____	_____

Prepared by: _____

Checked by: _____

Cash Collected _____

_____	_____
_____	_____
_____	_____

Name

Signature