



International Bible Way North East Ohio

To the member churches of the IBW NEO District

Financial Reporting (Protocol)

1.0 Each church in the North East Ohio District is requested to submit a **Financial Report** at each District meeting. This year's District meetings are scheduled to be held in May and August. Reports are to be submitted to *the District Finance Director* by the close of each meeting.

2.0 If there is no representative from your church charged with the responsibility of turning in your "**Financial Report**" then it must be mailed in no later than 72 hours after the close of the May or August meeting.

3.0 A check reflecting the amount due on each report should be submitted with the written report.

4.0 Checks must be made payable to: "**IBW North East Ohio District**".

5.0 A copy of the Financial Report should be retained for your files.