



Wesley United Methodist Church

PERMANENT ENDOWMENT FUNDS COMMITTEE
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<http://www.wesleyumcshawnee.org/PFindex.html>

November xx, 20xx

<name>
<committee/group>
<address>
Shawnee, OK 74804

Re: New Program Annual Spending Report

Dear <first name>,

The Perpetual Fund is requesting a general accounting or list of spent funds that have been distributed to your program, balance of those funds at year's end, and plans for the year's unspent funds. This spending report is due to the PFC by **Feb 10th** of next year.

Any unspent or unencumbered funds received from the Perpetual Fund for this year are subject to recall back to the New Programs account by **March 31st, <next year>**.

As per the Perpetual Fund Procedures for New Program Funding (application):

"Monies not used by March 31st of the following year will be returned to the New Program Account."

Thank you for your cooperation in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Terry Dyke".

Terry Dyke, Chair
Permanent Endowment Funds Committee

You may use the form on the back of this letter for your reply. Simply place your response in the Perpetual Fund slot in the distribution box in front of the office.

Annual Spending Report

(due February 10th of following year)

Program Name	
General outline or accounting of how this year's funding was spent this year	
How much of the funding from this year remains unspent?	
What are the encumbrances or obligations for the remainder of the year's unspent funds?	
How much money are you requesting next year?	
Comments:	
Signature and date	