



January 8, 2026

**To: Local Church Finance Teams**

**Re: 2025 Fund Balance Reports- due Feb. 28, 2026- Accessed in People Portal**

The UM Discipline requires that every church submit an annual report declaring the church's financial assets from the annual audit of its financial records. This Fund Balance Report is compiled and submitted in January/February for the previous year of ministry.

As we did with 2025 Church Conference Reports, the **2025 Fund Balance Report form is found & submitted in the People Portal of selected church leaders.** All Finance Chairs, Church Treasurers, Finance Secretaries, Church Administrators and Pastors will see the link in their People Portal to complete & submit the 2025 Fund Balance Report. The questions are the same as last year's.

**The final deadline to Official Submit is Feb. 28, 2026.**

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### **The People Portal Helps**

**People Portal Login:** <https://niumc-admin.brtsite.com/peopleportal>

For help accessing your People Portal, please visit our **People Portal Support Page:** <https://www.umcnic.org/peopleportal>

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**For further help with your Fund Balance Report or People Portal,** please feel free to contact your District Administrator:

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