

Letter to Partners

[Ministry Name]

Date: _____

Salutation:

Dear [Partner's Name],

Opening Blessing / Greeting:

[Short spiritual or pastoral greeting]

Section 1: Thanksgiving / Acknowledgment of Partnership

[Express gratitude for their giving, prayers, and partnership]

Section 2: Testimony of Impact

[Share one or two brief testimonies or stories showing ministry fruit]

Section 3: Challenges Faced

[Summarize the key difficulties encountered in the past year and how God sustained the ministry]

Section 4: Future Projects and Vision

[List or describe upcoming goals, initiatives, or ministry focuses for the next season]

Section 5: Gratitude and Encouragement

[Reaffirm appreciation and speak a blessing or prayer over the partner]

Closing Scripture (Optional):

[Include a relevant Bible verse about partnership or generosity]

Closing:

With love and gratitude,

Signature Block:

[Minister's Full Name]

[Title / Role]

[Ministry / Organization Name]

[Contact Information]

Minister Financial Report

Reporting Year: January 1 – December 31, _____

Minister's Full Name: _____

Ministry Name / Organization: _____

Position / Title: _____

Address: _____

Phone Number: _____

Email: _____

Section 1 — Total Earnings

Category	Description	Amount (CAD)
Individual		\$ _____
Partnership		
Church Partnerships		\$ _____
Honorariums / Offerings		\$ _____
Other Income (Specify)		\$ _____
Total Annual Earnings		\$ _____

Section 2 — Ministry Expenses

Category	Description	Amount (CAD)
Travel & Transportation		\$ _____
Ministry Expenses		\$ _____
Salary (if applicable)		\$ _____
Office / Administration		\$ _____
Training / Conferences		\$ _____
Benevolence / Charity		\$ _____

Other (Specify) \$ _____
Total Ministry Expenses \$ _____

Section 3 — Retirement Contributions

Source	Description	Amount (CAD)
10% of Salary (Ministry Contribution)		\$ _____
Total Retirement Savings for Year		\$ _____

Section 4 — Summary

Category	Amount (CAD)
Total Earnings	\$ _____
Total Expenses	\$ _____
Total Retirement	\$ _____

Section 5 — Record Keeping Requirement

All ministers are required to **keep detailed receipts** for every source of income and expense for the entire reporting year.

Records should be kept for **a minimum of one year until witness is verified and reports are submitted to donors.**

Section 6 — Distribution Requirement

A completed copy of this Annual Minister Financial Report **must be sent to all ongoing donors** and **any individual who gave a one-time gift of \$500 or more** during the reporting year.

Reports should be delivered by mail, email, or phone no later than **December 31 of that reporting year.**

Section 7 — Minister's Declaration

I, _____, hereby declare that the above financial report accurately represents my ministry-related income, expenses, and contributions for the year _____.

Signature: _____

Date: _____

Section 8 — Witness Verification

I, the undersigned, verify that I have reviewed the above report and confirm its accuracy to the best of my knowledge.

Note: The witness must be a **leader within the Gardens in Exile organization** who is **not directly related** to the reporting minister.

Witness Name: _____

Office: _____

Phone Number: _____

Email: _____

Signature: _____

Date: _____