

## Annual Report of Trustees

The trustees are amenable to the charge conference and as such are required to make an annual report (*The Book of Discipline - 2000* ¶ 2549). Additional reports should be made as requested by the charge conference or church council. Numbers in parentheses refer to paragraphs in *The Book of Discipline - 2000*.

Church \_\_\_\_\_ Charge \_\_\_\_\_

To the charge conference \_\_\_\_\_, 200\_\_ for the year ending \_\_\_\_\_, 200\_\_

1. Organization for the present conference year was effected \_\_\_\_\_, 200\_\_, by electing the following officers:

	Term Expires	Other Members	Term Expires
President _____	_____	_____	_____
Vice president _____	_____	_____	_____
Secretary _____	_____	_____	_____
Treasurer _____	_____	_____	_____

2. Number of church buildings \_\_\_\_\_ Number of parsonages \_\_\_\_\_

3. Estimated value church:	(a) Building(s)	\$ _____			
	(b) Furnishings and equipment	\$ _____			
	(c) Land	\$ _____	(d) Total \$	_____	
4. Estimated value parsonage (s):	(a) Building(s)	\$ _____			
	(b) Furnishings and equipment	\$ _____			
	(c) Land	\$ _____	(d) Total \$	_____	

5. Estimated value of other assets ( cash, investments, other property, etc.):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

6. (a). Is the local church incorporated? yes  no

(b). Is the title to church property held in the names of individual trustees or a local corporation (¶ 2535, 2537)?  
State which: \_\_\_\_\_

7. Name or names in which title to each piece of property is recorded, as shown by civil land records:

	Name(s)	Office	Book	Page
Church buildings				
Parsonage(s)				
Other				

Who is custodian of deeds and other legal papers? \_\_\_\_\_

Where are they kept? \_\_\_\_\_

8. Does each deed contain the trust clause (¶ 2503)? yes  no

9. Received during year for constructing and improving church building and parsonages, and how expended:

Received from	Amount		Disbursements	Amount	
	\$			\$	

10. Present indebtedness:

Church buildings	\$	
Parsonages		
Other		

11. a. Insurance:

Item Insured	Replacement Value	Amount of Coverage	Type of Coverage	Company	Restricted by Coinsurance (yes or no)	Expires
Church Buildings	\$	\$				
Parsonage(s)						
Church Furnishings and Equipment						
Parsonage Furnishings and Equipment						
Public Liability						
Worker's Compensation						

b. Have the buildings been inspected for fire hazards within the past year? yes  no

c. When was the last appraisal made? \_\_\_\_\_

d. By whom? \_\_\_\_\_

e. Is the amount of insurance adequate? yes  no

12. Detailed list of income producing property and permanent funds:

Item	Date Received	Amount	Where Invested	Income	How Applied
		\$		\$	

Signed \_\_\_\_\_

Date \_\_\_\_\_, 200\_\_\_\_