



# REPORT OF THE TRUSTEES

The Trustees are amenable to the Charge Conference and as such are required to make an annual report.

Additional reports should be made as requested by the Charge Conference or Church Council or equivalent (§ 2549). Numbers in parentheses refer to paragraphs in the 2016 *Book of Discipline*.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and the board of trustees.

<b>CHURCH</b>		<b>CHARGE</b>	
<b>DISTRICT</b>		<b>CONFERENCE</b>	
<b>PERIOD BEGINNING</b>		<b>PERIOD ENDING</b>	
	<small>Date of Prior Charge Conference</small>		<small>Date of Current Charge Conference</small>

1. Organization for the present conference year \_\_\_\_\_ was effective by electing the following officers (no less than three, and up to nine persons):

POSITION	NAME	TERM EXPIRES
PRESIDENT		
VICE PRESIDENT		
SECRETARY		
TREASURER		
MEMBER		
MEMBER		
MEMBER		
MEMBER		
MEMBER		

2. Is the local church incorporated (§2529.1)?  Yes  No

3. A. Name or names in which title to each piece of property is recorded, as shown by civil land records (§2536, §2538):

PROPERTY	NAME	OFFICE	BOOK	PAGE
CHURCH BUILDINGS				
CHURCH BUILDINGS				
PARSONAGES				
PARSONAGES				
OTHER				
OTHER				

3. B. Who is the custodian of deeds and other legal papers? \_\_\_\_\_

3. C. Where are they kept?  
 \_\_\_\_\_

4. Does each deed contain trust clause (§2503)?  Yes  No

5. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate?  Yes  No

6. A. Insurance (§2533.2, 2550.7)

ITEM INSURED/ INSURANCE	REPLACEMENT VALUE	AMOUNT OF COVERAGE	TYPE OF COVERAGE	COMPANY	RESTRICTED BY COINSURANCE (YES OR NO AND AMOUNT)		EXPIRES WHEN?
					<input type="checkbox"/> Y <input type="checkbox"/> N	AMOUNT:	
CHURCH BUILDINGS					<input type="checkbox"/> Y <input type="checkbox"/> N	AMOUNT:	
PARSONAGES					<input type="checkbox"/> Y <input type="checkbox"/> N	AMOUNT:	
CHURCH FURNISHINGS & EQUIPMENT					<input type="checkbox"/> Y <input type="checkbox"/> N	AMOUNT:	
PARSONAGE FURNISHINGS & EQUIPMENT					<input type="checkbox"/> Y <input type="checkbox"/> N	AMOUNT:	
VEHICLE(S)					<input type="checkbox"/> Y <input type="checkbox"/> N	AMOUNT:	
GENERAL LIABILITY					<input type="checkbox"/> Y <input type="checkbox"/> N	AMOUNT:	
WORKER'S COMPENSATION					<input type="checkbox"/> Y <input type="checkbox"/> N	AMOUNT:	
DIRECTORS & OFFICERS ERRORS & OMISSIONS CRIME					<input type="checkbox"/> Y <input type="checkbox"/> N	AMOUNT:	
PROFESSIONAL LIABILITY COVERAGE					<input type="checkbox"/> Y <input type="checkbox"/> N	AMOUNT:	

6. B. Have the buildings been inspected for fire and other safety hazards within the past year?  Yes  No

6. C. Have you assessed the of replacement value within the last 5 years?  Yes  No

6. D. Who performed the assessment? \_\_\_\_\_

6. E. Does the church have a Safe Sanctuary Policy?  Yes  No

6. F. Is the amount of insurance adequate?  Yes  No

*To determine adequacy of coverage, please use the GCFA Insurance Worksheet found at [GCFA.org](http://GCFA.org).*

7. A. Has an annual accessibility audit for church properties been conducted (§ 2533.6)?  Yes  No

*Attach as a report; an example accessibility audit form may be found at [GCFA.org](http://GCFA.org).*

7. B. If needed, have you developed an accessibility plan?  Yes (Attach plan.)  No

8. Provide a detailed list of income-producing and permanent funds:

ITEM	DATE RECEIVED	AMOUNT	WHERE INVESTED	INCOME	HOW INCOME IS USED FOR MINISTRY

*Attach as a supplement a statement "clarifying the manner in which these investments made a positive contribution toward the realization of the goals outlined in the Social Principles of the church and showing the investments are socially responsible..." § 2533.5 and § 2550.9)*

PRESIDENT OF TRUSTEES \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

DATE \_\_\_\_\_