

**Charge Conference Forms:
Annual Report of Trustees**

This form may be filled out online and printed.

Please note: The filled out form **can** be saved on your computer.

[Click here](#) or **Scroll down** to view the Annual Report of Trustees.

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

THE UNITED METHODIST CHURCH

CHURCH COUNCIL and CHARGE CONFERENCE



Annual Report of Trustees

The trustees are amenable to the Charge Conference and as such are required to make an annual report (§ 2549). Additional reports should be made as requested by the Charge Conference or Church Council or equivalent. Numbers in parentheses refer to paragraphs in the 2004 *Book of Discipline*.

Church _____ Charge
District _____ Annual Conference

To the Charge Conference _____, _____ for the year ending _____, _____

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

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

2. Is the local church incorporated (§2528.1)? **Yes** **No**

3. a. Name or names in which title to each piece of property is recorded, as shown by civil land records (§§2535, 2537):

	Name(s)	Office	Book	Page
Church Buildings	_____	_____	_____	_____
Church Buildings	_____	_____	_____	_____
Parsonages	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____

b. Who is the custodian of deeds and other legal papers? _____

c. Where are they kept? _____

4. Does each deed contain trust clause (§2503)? _____

5. Received during year for constructing and improving church buildings and parsonages, and how expended:

Received from	Amount	Disbursements	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

6. Present Indebtedness:

Church Buildings \$ _____

Parsonages \$ _____

Other \$ _____

7. Estimated Market value Church a. Buildings(s) \$ _____

b. Furnishings and equipment \$ _____

c. Land \$ _____ d. Total \$ _____

8. Estimated Market value Parsonage(s) a. Buildings(s) \$ _____

b. Furnishings and equipment \$ _____

c. Land \$ _____ d. Total \$ _____

(Over)

ANNUAL REPORT OF TRUSTEES, CONTINUED

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

10. a. Insurance: (§§ 2532.2, 2549.7)

Item Insured/ Insurance	Replacement Value	Amount of Coverage	Type of Coverage	Company	Restricted By Coinsurance (Yes or No and amount)		Expires When
					Y N	Amount:	
Church Buildings	\$	\$			Y N	Amount:	
Parsonages	\$	\$			Y N	Amount:	
Church Furnishings and Equipment	\$	\$			Y N	Amount:	
Parsonage Furnishings and Equipment	\$	\$			Y N	Amount:	
Vehicle(s)	\$	\$			Y N	Amount:	
General Liability		\$			Y N	Amount:	
Worker's Compensation					Y N	Amount:	
Directors and Officers/ Errors and Omissions/ Crime		\$			Y N	Amount:	
Professional Liability Coverage (Including Sexual Misconduct)		\$			Y N	Amount:	

b. Have the buildings been inspected for fire and other safety hazards within the past year? _____

c. When was the last full appraisal of church property made? _____

d. By whom? _____

e. Is the amount of insurance adequate? _____

f. Does the church have a Safe Sanctuary policy? _____

11. a. Has an annual accessibility audit for church properties been conducted (§ 2532.6)? **Yes** **No** **(Attach report.)**

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

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

(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...”

§ 2532.5 and § 2549.9)

Item	Date Received	Amount	Where Invested	Income	How Income is Used for Ministry
		\$		\$	
		\$		\$	
		\$		\$	

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

_____ \$ _____
 _____ \$ _____

Signed _____
 President or Secretary, Trustees

Date _____, _____