| **Report of the Trustees**greater New jersey annual conference |
| --- |
| 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 Church Conference or Church Council or equivalent. Numbers in parentheses refer to paragraphs in the 2012 Book of Discipline (¶2550). Copies of this report should be filed with the recording secretary, pastor, district superintendent and the board of trustees. |
| Church:       | Charge:       |
| District:       | Annual Conference:       |
| For the period beginning: (enter date of prior Church Conference)       and ending: (enter date of current Church Conference)       |
|  |
| 1. Organization for the current conference year was effective (date)      ,by electing the following officers (no less than three, and up to nine persons):
 |
|  | Name | Year Term Expires |
| 1. President
 |       |       |
| 1. Vice President
 |       |       |
| 1. Secretary
 |       |       |
| 1. Treasurer
 |       |       |
| 1. Member
 |       |       |
| 1. Member
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| 1. Member
 |       |       |
| 1. Member
 |       |       |
| 1. Is the local church incorporated (¶2529.1)? [ ]  Yes [ ]  No

If not previously submitted, please attach a copy of the church’s incorporation papers with this report.  |
| 1. Name(s) in which title to each piece of property is recorded, as shown by civil land records (¶¶2536, 2538):
 |
|  | **Name(s)** | **Office** | **Book** | **Page** |
| Church Buildings |       |       |       |       |
| Church Buildings |       |       |       |       |
| Parsonages |       |       |       |       |
| Parsonages |       |       |       |       |
| Other |       |       |       |       |
| Other |       |       |       |       |
| * 1. Who is the custodian of deeds and other legal papers?
 |
| * 1. Where are they kept?
 |
| 1. Does each deed contain trust clause (¶2503)? [ ]  Yes [ ]  No
 |
| 1. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate? [ ]  Yes [ ]  No
 |
| 1. Has an annual accessibility audit for church properties been conducted (¶2533.6)? [ ]  Yes [ ]  No

*(Resources for accessibility audit can be found on the conference website. The audit does not need to be submitted. Please attach an action plan addressing any issues arising from the audit.)* |
| 1. Insurance (¶¶2533.2, 2550.7)
 |
| * 1. Please include a copy of the Master Certificate of Insurance received from Sovereign Insurance Group.
 |
| * 1. Do you have any insurance in addition to the insurance described on the attached Master Certificate of Insurance? [ ]  Yes [ ]  No (Please provide information using chart below.)
 |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item Insured/Insurance | ReplacementValue | Amountof Coverage | Typeof Coverage | Company | Restricted ByCoinsurance(Yes or Noand amount) | ExpiresWhen |
|       | $      | $      |       |       | **Y** | **[ ]**  | Amount: |       |
| **N** | **[ ]**  |
|       | $      | $      |       |       | **Y** | **[ ]**  | Amount: |       |
| **N** | **[ ]**  |
|       | $      | $      |       |       | **Y** | [ ]  | Amount: |       |
| **N** | **[ ]**  |
|       | $      | $      |       |       | **Y** | [ ]  | Amount: |       |
| **N** | **[ ]**  |
|       | $      | $      |       |       | **Y** | [ ]  | Amount: |       |
| **N** | **[ ]**  |
| **N** | **[ ]**  |

 |
| * 1. Have the buildings been inspected for fire and other safety hazards within the past year? [ ]  Yes [ ]  No
 |
| * 1. Have you assessed the replacement value within the last 5 years? [ ]  Yes [ ]  No
 |
| * 1. Who performed the assessment?
 |
| * 1. Was the assessment provided to Sovereign Insurance Group and was coverage adjusted appropriately?

[ ]  Yes [ ]  No |
| * 1. Is the amount of insurance adequate? [ ]  Yes [ ]  No

(To determine adequacy of coverage, please use the GCFA Insurance Worksheet found at www.gcfa.org) |
| * 1. Does the church have a GNJAC Certified Safe Sanctuary Policy? [ ]  Yes [ ]  No
 |
| 1. Are all income-producing and permanent funds listed in the Fund Balance Report? [ ]  Yes [ ]  No
 |
| * 1. If not, please attach a detailed list.
 |
| * 1. Are these investments “socially responsible” and do they make “a positive contribution toward the realization of the goals outlined in the Social Principles of the Church” (¶¶2533.5, 2550.9)? [ ]  Yes [ ]  No
 |
| President of Trustees Signature:**(Please print and sign)** |  |
| Printed Name: |       |
| Date: |       |
| **please save this document for annual updating** |