



AFRICAN METHODIST EPISCOPAL ZION CHURCH QUARTERLY AND ANNUAL REPORT OF TRUSTEES

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The trustees are amenable to the Quarterly Conference and as such are required to make quarterly and annual reports (par 495) of the discipline. Additional reports should be made as requested by the Quarterly Conference, Church Members Conference or the Pastor.

_____ Church _____ Charge
_____ District _____ Annual Conference
To the _____ Quarterly Conference _____ for the year ending
_____.

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

PASTOR:	
Chairperson:	
Vice Chairperson:	
Secretary:	
Treasurer:	

Number of Church Buildings	Number of Parsonages

ESTIMATED VALUE CHURCH PROPERTIES

Estimated Value Church		Estimated Value Parsonage	
Building	\$	Building	\$
Furnishings and equipment	\$	Furnishings and equipment	\$
Land	\$	Land	\$
Total	\$	Total	\$

ESTIMATED VALUE OF OTHER ASSESTS (CASH, INVESTMENTS, OTHER PROPERTY, ETC.)

	\$
	\$

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 Building				
Parsonages				
Other				

TRUST CLAUSE IN CONVEYANCE OF CHURCH PROPERTY AND PARSONAGE PROPERTY		
	Yes	No
Is the local church incorporated par 500 of the Discipline?		
Is the title to church property held in accordance with pars 501-502 of the Discipline?		
	501	502
State which:		
Who is custodian of deeds and other legal papers?		
Where are they kept?		
	Yes	No
Does each deed contain trust clause par 501-502 of the Discipline?		

QUARTER / ANNUAL FINANCIAL STATEMENT RECEIPTS	
Balance Brought forward from last Quarter	\$
RECEIVED FROM:	
STEWARD BORD	\$
TRUSTEE DUES	\$
	\$
Total Received	\$
Total Receipts plus Balance Brought Forward	\$
PAID OUT:	
For Utilities -	\$
For Telephone -	\$
For Maintenance & upkeep -	\$
For Loan	\$
For Insurance -	\$
TOTAL PAID OUT -	\$
BALANCE ON HAND BUILDING FUND	\$

PRESENT INDEBTEDNESS

Church Buildings	\$	
Parsonage	\$	
Other -	\$	

INSURANCE

	REPLACEMENT VALUE	AMOUNT OF COVERAGE	TYPE OF COVERAGE	COMPANY	RESTRICTED BY COINSURANCE	EXPIRES WHEN
CHURCH BUILDING	\$	\$				
PARSONAGE	\$	\$				
CHURCH FURNITURE/EQUIPMENT	\$	\$				
PARSONAGE FURNITURE/EQUIPMENT	\$	\$				
PUBLIC LIABILITY	\$	\$				
WORKERS COMPENSATION	\$	\$				
Have the Buildings been inspected for fire hazards within the past year?						
When was the last appraisal made?						
By whom?						
Is the amount of insurance equal to replacement value?						

DETAILED LIST OF INCOME PRODUCING PROPERTY AND PERMANENT FUNDS:

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

What improvements and/or repairs were made during the Quarter _____

SUPPLEMENT RECORD

AMOUNT DONATED TO THE CHURCH BY THE TRUSTEES	\$
BALANCE IN SPECIAL ACCOUNTS – BUILDING FUND	\$
ARE THESE FUNDS DEPOSITED INTO BANK?	\$
HAS PROPERTY BEEN DECLARED FROM TAX EXEMPTION?	\$
AMOUNT SPENT FOR THE SUPPORT OF THIS QUARTERLY CONFERENCE	\$

SIGNED: _____
DATE: _____

