

Worksheet for Trustees Legal & Property

Church Name: _____ City: _____
 District: _____ Church GCFA # _____ EIN # _____

Legal:

- Is the church incorporated? ¶2529.1 Yes No If yes, provide the:
 Legal name of the church: _____
 Date of last filing of *Statement of Continued Existence* with the Secretary of State: _____
(This statement is found on the Ohio Secretary of State's website and must be filed every 5 years)
- Who is the custodian of all church legal papers and where they are kept? ¶2550.8
 Custodian Name: _____
 Location of Legal Papers: _____

Liability:

- Does your church have the *Safe Sanctuaries® Policy* in place? Yes No *(West Ohio churches are required to have a written Safe Sanctuaries® Policy which is reviewed annually. Information at www.westohioumc.org/safesanctuaries)*
 If yes, date *Safe Sanctuaries® Policy* adopted: _____ Date of last review: _____
 If no, date *Safe Sanctuaries® Policy* will be implemented: _____
 You will be asked to upload or mail a copy of your latest policy to your district office when this form is completed.
- When was your church's property/casualty insurance last reviewed? _____ Attach a copy of the "Declaration" page(s) from all active insurance policies. ¶2550.7 *(Review "Recommended Insurance Levels" adopted by the West Ohio Conference Board of Trustees)*
- Does your church's liability policy cover sexual misconduct? Yes No
- Have all church properties, including the chancel areas, been evaluated to ensure accessibility to persons with disabilities?
 Yes No If no, attach a plan/timeline for the development of accessible church properties. ¶2550.10

Property:

- Provide the legal description and the reasonable valuation of each parcel of real estate owned by the church. ¶2550.1
(Parcel information can be found on the property deed or County Auditor's website. May use the value on the Auditor's website or the insured value from the Insurance Policy declaration page. This information will also be used in Table II of your End of Year Annual Report.)
 Church parcel: _____ Value: _____
 Parsonage parcel: _____ Value: _____
 Other parcel(s): _____ Value: _____
 Or, attach a copy of the "Declaration" page(s) from the relevant insurance policies.

8. To engage in certain business transactions the name on deeds must be your church's correct legal name. Provide the grantee name on each deed of conveyance of real estate to the local church. ¶2550.1 (*Found on archived property deeds or on the County Auditor's website.*) Attach a list if needed.

Church Parcel: _____ Grantee: _____

Parsonage Parcel: _____ Grantee: _____

Other Parcel: _____ Grantee: _____

9. Provide an inventory and reasonable valuation dated within the last two years of significant personal property owned by the local church. ¶2550.3 (*This information will also be used in Table II of your End of Year Annual Report.*)

Location of inventory and valuation: _____ Dated: _____

Though not required, a video is an easy way to document personal property. If you have recorded a video of personal property, where is it located? _____

10. Attach your most recent *Parsonage Inspection* form, which is dated: _____

Revenue/Expenses:

11. List below (or attach a separate sheet) the amount of revenue received during the year from any income-producing property and a detailed list of expenditures related to that property. ¶2550.4 (*This information will also be used in Table III of your End of Year Annual Report.*)

Property: _____ Revenue: \$ _____ Expense: \$ _____

Description of expenses: _____

12. List below (or attach on a separate sheet) the amount of income received for capital purposes for your current building, a new building, remodeling and other real property improvements. Also include a list of corresponding expenses. ¶2550.5 (*This information will be used in Table III of your End of Year Annual Report.*)

Capital Campaigns: _____ Revenue: \$ _____ Expense: \$ _____

Description of expenses: _____

13. List below your church's outstanding capital debts secured by the church physical assets, and how contracted. ¶2550.6 (For example, 20 year loan with ABC Bank with a stated interest rate of x.x% due mm/dd/yyyy.) (*This information will also be used in Table II of your End of Year Annual Report.*)

Capital debt: \$ _____ How contracted: _____

14. List below (or attach on a separate sheet) all trusts in which the local church is the beneficiary, specifying where and how the funds are invested, 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 in what manner the income therefrom is expended or applied. ¶2550.9

Trust: _____ Revenue: \$ _____ Invested: \$ _____

Description of Investment: _____

Signatures:

Chair, Board of Trustees _____ Date: _____

Please print name: _____
