

# Upper New York Annual Conference 2021-2022 ANNUAL REPORT FORM CHECK LIST

Date of Charge Conference: \_\_\_\_\_

Church: \_\_\_\_\_ Pastor: \_\_\_\_\_

Forms available on [www.UNYUMC.ORG](http://www.UNYUMC.ORG) website, click on Church/Charge Conference forms link

The Church is to Provide Copy of \_\_\_ 2020 Audit & \_\_\_ Approve 2020 Charge Conference Minutes

## REQUIRED FORMS FROM EVERY CHURCH TO HAVE A CHARGE CONFERENCE:

### DUE Two (2) weeks Prior to Church/Charge Conference (Email or snail mail to District Office)

1. \_\_\_ Disciple-Making Pathway
2. \_\_\_ Church Outreach & Volunteers In Mission
3. \_\_\_ Report of Pastor
4. \_\_\_ Imagine No Racism
5. \_\_\_ **2022** Clergy Compensation Form with excel worksheet
- 5a. \_\_\_ Clergy Housing Exclusion Resolution
- 5b. \_\_\_ ARP Resolution (accountable reimbursement) **Only New Appointment/Change of Appointment**
6. \_\_\_ Trustee Election Ballot
7. \_\_\_ Local Church Leadership Interface & Nominations/Personnel (your own) **print in landscape layout**
8. \_\_\_ Safe Sanctuary Compliance Report
9. \_\_\_ Accessibility Audit (**due in the odd calendar year**)

### FORMS If Applicable:

10. \_\_\_ Declaration of Candidacy for Licensed/Ordained Ministry
11. \_\_\_ Certified Lay Ministers
12. \_\_\_ Certified Lay Servant
13. \_\_\_ Lay Speaker
14. \_\_\_ Bequest Resolution (if applicable)
15. \_\_\_ Retired Clergy in the church (if applicable) ¶ 357.5
16. \_\_\_ Parsonage Inspection & Committee

### DUE at Church/Charge Conference (these DO NOT leave the building)

17. \_\_\_ Church/Charge Conference Minutes (with any attachments)
18. \_\_\_ Church/Charge Conference Sign-In-Sheet (print in landscape layout)

### Due by November 1<sup>st</sup> (complete online) & **print and mail signed copy** to District Office)

- \_\_\_ Pastor's Appointment Advisory Form\* (complete at <http://uny.umconline.org>)
- \_\_\_ S/PPRC Appointment Advisory Form\*(complete at <http://uny.umconline.org>)
- \_\_\_ Pastor-S/PPRC Covenant Form\* (complete at <http://uny.umconline.org>)

### Due by December 1<sup>st</sup> (Update online- **DO NOT** print copy)

- \_\_\_ Church Profile \* (complete at <http://uny.umconline.org>)
- \_\_\_ Pastor's Profile \*(complete at <http://uny.umconline.org>)

### Due by February 15<sup>th</sup>, 2022 (mail completed & **signed** copy of each to the District Office)

- \_\_\_ Report of Trustees
- \_\_\_ Report of Finance Committee
- \_\_\_ 2021 Year End Financial Report- your church format
- \_\_\_ 2022 Church Budget- your church format
- \_\_\_ 2021 Statistical Reports\* (complete at <http://ezra.gcfa.org>)

### Due by March 15<sup>th</sup>, 2022:

- \_\_\_ 2021 Local Church Annual Financial Audit

\*For help logging into [uny.umconline.org](http://uny.umconline.org) or [ezra.gcfa.org](http://ezra.gcfa.org) please contact your District Office

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