

# TRUSTEES' REPORT

1. Is the church incorporated? Yes \_\_\_ No \_\_\_
2. If yes, when did the board of directors hold its annual meeting to renew its corporate status, elect officers, update State of Georgia records and pay the annual fee:
  - a. Meeting Date: \_\_\_\_\_
  - b. Date of Update: \_\_\_\_\_
  - c. Date of Fee Payment: \_\_\_\_\_
3. Is the board of trustees set up in compliance with the Book of Discipline (i.e., between 3 and 9, set in rotating classes, with 2/3 professing members of the church and at least 1/3 male and 1/3 female)?  
Yes \_\_\_ No \_\_\_
4. If there is debt, how much total? \_\_\_\_\_
  - a. Church Facility: \_\_\_\_\_
  - b. Parsonage: \_\_\_\_\_
  - c. Other: \_\_\_\_\_
  - d. Credit Card/Line of Credit: \_\_\_\_\_
5. Deeds:
 

a. Name	Recorded Where?	Book	Page
b. _____	_____	_____	_____
c. _____	_____	_____	_____
d. _____	_____	_____	_____
6. Where are the deeds kept? \_\_\_\_\_
7. Does each deed contain the trust clause (Para. 2503, BOD)? Yes \_\_\_ No \_\_\_
8. When last has the church facility been inspected by a fire marshal? \_\_\_\_\_
9. Name of Insurance Company? \_\_\_\_\_  
As per the [charge conference checklist](#) the insurance Declarations Page should be brought to Charge Conference.
10. When last was the insurance policy reviewed with the insurance agent? \_\_\_\_\_
11. Is the facility handicapped accessible? Yes \_\_\_ No \_\_\_
12. Does the church have a long-range plan for the replacement of facilities & equipment? Yes \_\_\_ No \_\_\_
13. Does the church have a current Safe Sanctuary Policy? Yes \_\_\_ No \_\_\_
14. How often are volunteers trained in the Safe Sanctuary Policy of the church?  
New recruits \_\_\_ Annually \_\_\_ Every other year \_\_\_
15. Is your church is registered with Trak 1? Yes \_\_\_ No \_\_\_

**This report is provided for reference purposes only.**

**Please complete the report online at <http://data.ngumc.org>.**