

**ANNUAL REPORT TO THE PRIMITIVE METHODIST CHURCH IN THE USA
FOR THE YEAR OF _____**

This completed report will be sent by the church to the District Superintendent.

OFFICERS AND ADDRESSES

1. Church Name: _____	Telephone: _____
Address: _____	
2. Pastor:	
Name: _____	Telephone: _____
Address: _____	
3. Station Steward:	
Name: _____	Telephone: _____
Address: _____	
4. Church Clerk:	
Name: _____	Telephone: _____
Address: _____	

CHURCH NUMERICAL REPORT

5. Church Membership:	
Active Adult Members - beginning of year (January 1):	_____
Adult Members Received:	_____
Adult Members Deleted:	_____
Active Adult Members - end of year (December 31):	_____
Average Attendance: _____	Conversions: _____
6. Status of Members:	
Total Adult Members:	_____
Total Junior Members:	_____
7. Sunday School Membership:	
Total Members - beginning of year (January 1):	_____
Received:	_____
Deleted:	_____
Total Members - end of year (December 31):	_____

FINANCIAL REPORT

8. Balance on Hand, beginning of year (January 1):	_____
9. Recapitulation of Total Revenues Raised:	_____
a. Sunday School	_____
b. Ladies' Aid	_____
c. Youth	_____
d. Missionary Treasurer	_____
e. Missionary, Other	_____
f. Trustee Board	_____
g. Other	_____
Total Revenue Raised (9a through g):	_____
10. Total of all Church Expenses (Sunday School, etc.)	_____
11. Balance on Hand at end of year (8 + 9h - 10)	_____
12. Contributions to Missions:	
a. National Mission Board	_____
b. International Mission Board	_____
c. American Bible Society	_____
d. Nat'l Association of Evangelicals	_____
e. Pocono Mt. Bible Conference	_____
f. Other Missions	_____
Total Missions (sum of 12a through f)	_____

FINANCIAL REPORT (continued)

13. Total Payments on Church and Parsonage Mortgages, Interest & Taxes:	_____
14. Major Improvements (explain on line 23):	_____
15. Reimbursable Items (moneys passed through books):	_____
16. Total Conference Dues Paid:	_____
17. Transferred from Savings to Checking:	_____

ASSETS, DEBT, NET WORTH AND INSURANCE

18. Assets:	
a. Cash, General:	_____
b. Cash, Restricted(explain on line 24):	_____
c. Total Cash (a + b)	_____
d. Investments, General	_____
e. Investments, Restricted (explain on line 25):	_____
f. Total Investments (d + e)	_____
g. Land, Buildings, Furnishings:	
Church:	_____
Parsonage:	_____
Other:	_____
Total Land, Buildings & Furnishings	_____
h. Other Assets:	_____
i. TOTAL ASSETS (c + f + g + h):	_____
19. Statement of Outstanding Debt:	
a. Balance beginning of Year (January 1):	_____
b. Borrowed this Year:	_____
c. Repaid this Year:	_____
d. BALANCE, END OF YEAR (December 31, a + b + c):	_____
20. Net Worth (18i - 19d):	_____
21. Insurance Held on Assets:	
a. Church:	_____
b. Parsonage:	_____
c. Malpractice:	_____
d. Other:	_____
e. TOTAL INSURANCE:	_____
22. Rental Value of Parsonage:	_____

23. List Major Improvements (Omit if Line 14 is blank)

24. Explain Restricted Cash (Omit if Line 18b is blank)

25. Explain Restricted Investments (Omit if Line 18b is blank)

26. Other Comments or Explanations

Pastor: _____

Quarterly Conference Date of Approval: _____

Church Clerk: _____

Date Prepared: _____

INSTRUCTIONS FOR COMPLETING ANNUAL REPORT FORM

This form is to be completed by each church at the end of the year and submitted to the District Superintendent by January 31st. If the year for which this report is prepared is not already filled in at the top of the page, please fill it in now.

After completing the form, sign and date the form and forward it to the District Superintendent. The page entitled "RECAPITULATION OF DATA FOR CONFERENCE ASSESSMENTS AND ADJUSTMENTS" will be collected by the District Superintendent and forwarded to the Conference Treasurer. Any notes should be written in the space provided (line 26). Any notes for the Conference Treasurer may be written on the "RECAPITULATION etc." Page which will be separated from the rest of the form and sent to him by the District Superintendent. Make a duplicate copy of your report for your own records and to in preparing next year's report.

OFFICERS

- 1a, b Official name and address of the church as you want it to appear in the Year Book.
- 1c The church phone number, complete with the Area code. If there is none, write "none".
- 2a The name of the pastor presently serving the church.
- 2b, c The address and phone number of the Parsonage or other residence of the pastor.
3. The name, address and phone number of the Station Steward elected in the December meeting.
4. The name, address and phone number of the Church Clerk elected in the same meeting.

CHURCH NUMERICAL REPORT

5. The total number of Active Adult Members at The beginning and end of the calendar year.
6. The status of all members at the end of the Year.
7. The total Sunday School membership including all age levels.

NOTE: All reports must be signed by the President of the Quarterly Conference, Church Clerk, and state the date of the Quarterly Conference Meeting for approval of the Annual Report.

FINANCIAL REPORT

8. **Total moneys on hand at the beginning of the Year. This should agree with last year's "Balance on Hand at End of Year", line 11 of last year's report.**
9. All moneys raised should be included in this item. If applicable, list under the organization raising the moneys; the remaining income should be listed under Other. Moneys just passing through the books (i.e., the pastor's check to the church to reimburse the Trustees for parts of his phone bill etc.) are included as well as moneys borrowed. These items will be identified later in the form and subtracted before your income is used to calculate dues. Avoid double counting of moneys in this area. For example, if the Sunday School raises moneys & then donates it to the Trustee Board to help with the church expenses, that should show as moneys raised by the Sunday School, but not as money raised by the Trustee Board. If it is counted in both places you will make your income higher than it actually is. The total of lines 9a through 9g is shown on line 9h.
10. This is the total of all expenses, including Sunday School & all church boards & groups.
11. Again, do not double count expenses, i. e., using the example given under 9, don't show the money given to the Church as an expense to the Sunday School and then count it again when spent by the Trustee Board. This balance on hand is the sum of the moneys on hand at the beginning of the year (item 9h) less the total of all church expenses (item 10). This number should be used as the balance on hand for the start of next year and should agree with your treasurer's books.
12. Moneys raised for missions and P.M.B.C. should be itemized under the headings provided, where possible, and the remainder under "Other". The total of items 12a through 12f is shown on line 12g.
13. This item contains the principal, interest and property taxes (if any) paid by the church.
14. List the cost of the major improvements this year (purchasing of land, refurbishing sanctuary, etc.) and on line 23, list the major improvements(s).

15. Reimbursable items are moneys which never actually belong to the church but only pass through its books. For example, someone buys books through the books store at the same time as the church is ordering materials and it all comes on one bill. The person then pays the trustees for his personal expense and the Treasurer writes one check to pay the joint bill. That personal check, while received by the church and recorded as income on line 9, was never the church's money and must be identified so it can be deleted prior to assessing income for dues.
16. Total Conference Dues paid during the past year. This is only the money sent to the Conference Treasurer each quarter and does not include any other Conference expenses such as Year Books or PPF, etc. This line should reflect only the Conference Dues paid for the year of the report, not late dues paid in January toward the previous year's dues nor moneys still owed for the year of the report. This number is used by the Conference Treasurer to check his books; it is not reported in the Year Book.
17. This line should include money shown previously as income, then placed in savings and now returned to checking for use.

OTHER FINANCIAL DATA

18. The values reported as assets are of necessity, only estimates, but make them as accurate as possible. Their value is primarily for the Boards and General Secretary who must estimate the net worth of the Conference.
- 18b,e Restricted cash or investments are assets legally restricted to a specific use and not able to be used for anything else. Moneys collected by the church for a specific project are not legally restricted unless put in trust for something or in some way legally made unavailable for any other purpose. If moneys are reported in 18b or e, they should be explained on lines 24 and 25, respectively.
- 18c This is the sum of 18a and 18b.
- 18f This is the sum of 18d and 18e.
- 18g Enter your estimate or the assessed value of your properties on the appropriate line.
- 18h List the value of any Other Assets and describe under Remarks, line 26.
- 18i This is the sum of 18c, 18f, 18g and 18h.
19. This is the church's total indebtedness to Financial institutions or other lenders.
- 19a **The balance of indebtedness at the beginning Of the year should agree with the value Reported at the end of last year (19d of last Year's report).**
- 19b The total of all moneys borrowed from financial institutions or equivalent lenders during this year. This money should have been included in line 9, as moneys raised.
- 19c The total principal (do not include interest, taxes, insurance or fees) repaid this year.
- 19d The total indebtedness at the end of the year after adding 19b to 19a and subtracting the payments (19c).
20. Net worth is the value of all assets (18i) less outstanding debt (19d).
21. List the amounts of insurance (face value of policy, not the premium) held on the church's assets. All insurance policies should be included and the total listed on line 21e.
22. The trustees' and pastor's joint estimate of the rental value of the parsonage based on rental values of comparable dwellings in the area.
23. List the major improvements whose values were shown on line 14. Show approximate value next to each item if several improvements should equal the value shown on line 14. Leave blank if no improvement expenses were listed.
24. Explain the restrictions on the cash assets listed on line 18b. Leave blank if no restricted cash was listed under assets.
25. Explain the restrictions on the investments listed on line 18e. Leave blank if no restricted investments were listed under assets.
26. Write any comments, or explanations here. Describe any assets whose values were included in line 18h.

RECAPITULATION FOR CONFERENCE ASSESSMENT

- 27,28 This section of the report requests no new information. All items are filled in copying the values from the lines indicated. Then fill in the Church Name and the Name and Address to which next year's Quarterly Conference claim should be sent. Please fill in all items, or write none, since this page will be separated from the remainder of the report.