### Upper New York Annual Conference

**2019-2020 ANNUAL REPORT FORM CHECK LIST**

**Church:** __________________________  **Pastor:** __________________________

**Date & Location of Church/Charge Conference:** ____________________________

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

**DUE Two (2) weeks Prior to Church/Charge Conference (mail to District Office)**

1. _______ 2020 Clergy Compensation Form with excel worksheet  
1a. _______ Clergy Housing Exclusion Resolution  
1b. _______ ARP Resolution (accountable reimbursement plan) if applicable

**Local Church Lay leadership:**

2. _______ Trustee Election Ballot  
2a. _______ Lay Leadership Team (Nominations, Leadership & Personnel) your church format  
2b. _______ Local Church –UNYAC Leadership Interface Sheet (print in landscape layout)

3. _______ Declaration of Candidacy for Licensed/Ordained Ministry (if applicable)

4. _______ Annual Report-Certified Lay Ministers Report (if applicable)

5. _______ Annual Report-Certified Lay Servant (if applicable)

6. _______ Annual Report-Lay Speaker Reports (if applicable)

7. _______ Bequest Resolution (if applicable)

8. _______ 2018 Audit & _______ 2018 Charge Conference Minutes

9. _______ Report of Pastor

9a. _______ Reports of other Retired Clergy in the church (if applicable) ¶ 357.5

10. _______ Parsonage Inspection & Committee Report (if applicable)

11. _______ Volunteers In Mission & Outreach Report

12. _______ Safe Sanctuary Compliance Report

13. _______ Annual Accessibility Audit *(due in the odd calendar year)*

14. _______ 2019 INR Charge Conference Question Form

15. _______ 2019 “Do You Have a Disciple Making Pathway Process/Plan?*

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

16. _______ Church/Charge Conference Minutes (with any attachments)

17. _______ Church/Charge Conference Sign-In-Sheet (print in landscape layout)

**Due by November 1, 2019** (complete online, **print and mail signed copy** to District Office)

18. _______ Pastor’s Appointment Advisory Form* (complete at [http://uny.umconline.org](http://uny.umconline.org))


20. _______ Pastor-S/PPRC Covenant Form* (complete at [http://uny.umconline.org](http://uny.umconline.org))

**Due by December 1, 2019** (Update online- DO NOT print copy)

21. _______ Church Profile * (complete at [http://uny.umconline.org](http://uny.umconline.org))

22. _______ Pastor’s Profile *(complete at [http://uny.umconline.org](http://uny.umconline.org))

**Due by February 15, 2020** (mail completed & **signed** copy of each to the District Office)

23. _______ Report of Trustees

24. _______ Report of Finance Committee

24a. _______ 2019 Year End Financial Report- your church format

24b. _______ 2020 Church Budget- your church format


**Due by March 15, 2020**

26. _______ 2019 Local Church Annual Financial Audit

*For help logging into uny.umconline.org or ezra.gcfa.org please contact your District Office*