

## General Guidelines for Communication and Church Reports

Each church should have at least two e-mail addresses - one for pastor and one for church. If there is not a church secretary, designate someone to receive notices that are sent out. E-mail is the preferred line of communication for both District and Conference notices.

Anything submitted to the District Office should have your full church name on it - *no abbreviations*. Some churches need to include name of town/city where church is located.

EUMC - could be Elma, Eden, Exley, Emmanuel (Lockport or Orchard Park?)

First - could be Akron, Batavia, Buffalo, Springville, N. Tonawanda, Niagara Falls

NO REPORTS SHOULD BE SENT TO THE CONFERENCE OFFICE! Take note of those reports that only need online entry - *please* do not mail a hard copy.

If you fax or e-mail a report, please do not mail another copy - I only need one!

Conference website - [unyumc.org](http://unyumc.org)

For Church Conference forms, scroll down Home page; click on link on right side. There is also a checklist with due dates you can print out to keep on track.

EZRA / Statistical Reports - [ezra.gcfa.org](http://ezra.gcfa.org)

User name and passwords are different for EZRA and Profiles/Advisories; pastor has his/her own logins for their profile and advisory forms

If there is a signature line on a report, it should be signed *before* submitting it. This is for your church's benefit as well as District - you know who filled it out so if there are questions, you know who to ask.

Pastor Compensation Forms should be signed before submission to District. This is so we know that at least the Pastor and SPPRC Chair have seen the numbers.

The Leadership Interface form (church leaders) is used to enter information in the Conference database. *This information needs to be legible and complete!* Please include zip code with address; area code with phone and e-mail. Also, please be sure you have the person's name spelled correctly. Once all information for someone has been entered, you only need to list their name for other offices they hold. Also, if the first name could be male or female, please indicate gender.

**Statistics/EZRA are a hard deadline.** They are only done online (**no hard copy**) and most of the information to be entered can be taken from other reports that are due about the same time. The Conference Office has to submit a report using the church data that was submitted; if there are churches without reports, it skews the numbers for the District and Conference.

**If you sell a parsonage**, the proceeds from the sale should go on line 68c - *do not include with regular income!* This is because the proceeds are restricted funds and cannot be used for general operating costs. Also, the amount on line 67a-g is what determines the Shared Ministries amount, so if you add in monies received from the sale of a parsonage, your Shared Ministries amount will go up.

#### Annual Reports - Trustees, Finance Committee, Audit and Statistics

These are due *every year*. If the person who usually does the report or gathers the information will be gone when the report is due, please find someone else who can take over so the report can be completed on time. Information can usually be gathered ahead of time - don't wait until the week before it is due!

*Audits cannot be done by anyone who is associated with your church finances.* It does not have to be done by a CPA, but the person should know what is expected in an audit. Some churches work out a "swap" where a member from one church does the other.

Send your reports in as they are completed. You do not have to wait until you have all of them.

Julie Maciejewski, District Admin. Asst.  
Niagara Frontier District  
247 Cayuga Rd., Suite 70  
Cheektowaga, NY 14225-1900  
716-276-8631                      716-276-8632 fax  
NiagaraFrontier@unyumc.org

Mon: 8-4  
Tues-Thurs: 8-1  
Fri: 8-3

Trustees Report - There are a couple of items that can be copied from year-to-year.

#3 - This is a quick reference for any church property. If someone wanted to look up the records, you'd have the information on hand. Once you find the information, it can be copied yearly. *You only need to use the lines that pertain to your church.*

Name - the name the deed is filed under; may not be the current name of the church

Office - the xxx County Clerk ("xxx" is your county name; needs to be included)

Book - also known as Liber                      Page - Liber page

The book and page are the real property records; in some cases you may only be able to find the SBL number and that can be recorded instead. Also, if the legal address is different than the street address, this should be noted as well. (search: xxx county real property). If not available online, contact your County Clerk's office to request the information.

### Real Property Information

<b>Parcel Status</b>	ACTIVE	<b>City/Town</b>	Buffalo	<b>Village</b>	
<b>S-B-L</b>	133.71-7-18.1	<b>Owner</b>	SOUTH PARK UNITED	<b>SWIS</b>	140200
<b>Property Location</b>	2291 SOUTH PARK	<b>Mailing Address</b>	METHODIST CHURCH		
<b>Property Class</b>	620 RELIGIOUS	<b>Line 2</b>			
<b>Assessment</b>	338600	<b>Line 3</b>			
<b>Taxable</b>	0	<b>Street</b>	2291 SOUTH PARK AVE		
<b>Desc</b>	SOUTH COR ASHTON	<b>City/State</b>	BUFFALO NY		
<b>Desc</b>		<b>Zip</b>	14220		
<b>Deed Book</b>	01010	<b>Deed Page</b>	00430		
<b>Frontage</b>	119.37	<b>Depth</b>	130	<b>Acres</b>	0
<b>Year Built</b>		<b>Square Ft</b>			
<b>Beds</b>		<b>Baths</b>			
<b>FirePlace</b>		<b>School</b>	BUFFALO SCHOOL DIST		

[Owner History](#)    [Tax Payment History](#)

Google maps  
[Click Here](#)

Owner Name \_\_\_\_\_ {Last Name First} or

Property Address \_\_\_\_\_ No./ Street

S-B-L \_\_\_\_\_

Search All

7. Name or names in which title to each piece of property is recorded, as shown by civil land records:

	Name(s)	Office	Book	Page
Church Buildings	First Methodist Church	Orleans County Clerk	80	432
	" " "	" " "	301	165
Parsonages	First M. C. (Carpenter)	" " "	38	91 Misc.
	" (Cooper)	" " "	320	577
Other	" (COX)	" " "	266	239