

Upper New York Annual Conference 2024-2025 ANNUAL REPORT FORM CHECK LIST

Date of Charge Conference: _____

Church: _____ Pastor: _____

The Church is to Provide Copy of ___ 2023 Audit & ___ Approve 2023 Charge Conference Minutes

REQUIRED FORMS FROM EVERY CHURCH TO HAVE A CHARGE CONFERENCE

Go to: <https://umcdata.net/ChurchReporting> *For help logging into forms please contact your District Office

DUE October 01, 2024

- ___ Nominations/Personnel (your own)
- ___ **2025 Active** Clergy Compensation Form with excel worksheet
- ___ Clergy Housing Exclusion Resolution
- ___ Church Outreach & Volunteers In Mission
- ___ Report of Pastor
- ___ Trustee Election Ballot
- ___ [Imagine No Racism](#) (complete online)
- ___ Parsonage Inspection & Committee
- ___ Local Church Leadership - (complete in Local Church Leadership function)
- ___ Congregational Profile & Appointment Advisory Form* - (SPRC completes in Church Reports function)
- ___ Clergy Profile, Supervisory, Appointment Advisory Form* - (Each Pastor completes in Church Reports)

DUE October 01, 2024 - If Applicable to your church:

- ___ ARP Resolution (accountable reimbursement) **Only New Appointment/Change of Appointment**
- ___ **2025 Retired/Lay Supply** Clergy Compensation Form
- ___ Declaration of Candidacy for Licensed/Ordained Ministry
- ___ Certified Lay Ministers Annual Report
- ___ Certified Lay Servant Annual Report
- ___ Lay Speaker Annual Report
- ___ Bequest Resolution
- ___ Retired Clergy in the church ¶ 357.5
- ___ Safe Sanctuary Compliance Report (In Church Profile this year. If SS Policy not on file, please upload.)

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

- ___ Church/Charge Conference Minutes (with any attachments) **Make sure signatures are included**
- ___ Church/Charge Conference Sign-In-Sheet (**print in landscape layout**)

Due by February 15th, 2025

- ___ Report of Trustees
- ___ Report of Finance Committee
- ___ 2024 Year End Financial Report- your church format
- ___ 2025 Church Budget- your church format
- ___ 2024 ACStats-Statistical Reports*

Due by March 15th, 2025:

- ___ 2024 Local Church Annual Financial Audit