

A CLOSING LOCAL CHURCH INFORMATION REPORT

Name of the Local Church
Church Location Address
Church Mailing Address
District
District Superintendent
Pastor
Pastor's Contact Information Email address Phone number
LOCAL CHURCH LEADERS 1. Chair of Church Council Email address Phone number 2. Chair of Board of Trustees Email address Phone number 3. Church Treasurer Email address Phone number 4. Custodian Email address Phone number OTHER LEADERS
REAL ESTATE 1. CHURCH Utility Providers Electric Company Name Account # Gas Company Name Account # Oil Company Name Account # Sewer and Water Company Account # Garbage and Recycling Company Name Account # Telephone Company Name Account # Internet Provider Name Account # Cable Company Name Account # Other Vendors:

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2. PARSONAGE

Electric Company Name	Account #
Gas Company Name	Account #
Oil Company Name	Account #
Sewer and Water Company Name	Account #
Garbage & Recycling Company Name	Account #
Internet Provider Name	Account #
Telephone Company Name	Account #
Cable Company Name	Account #

Other Vendors:

3. Tax Collector

Phone Number
Mailing Address

4. Post Office

Phone Number

5. CEMETERY

Physical Location Address

Active ____ Closed ____

Is there a printed plot plan which indicates who is buried in each lot and who has purchased lots to be buried and vacant lots available for purchase? YES ____ NO ____

6. OTHER REAL ESTATE (Include Physical Location and Mailing Address)

- a.
- b.
- c.
- d.

Deeds – County Where Real Estate Deeds are Recorded -

- 1.
- 2.
- 3.
- 4.

FINANCIAL ASSETS

Bank Accounts

Name of Bank

Checking Account #

Savings Account #

Money Market Account #

Certificate of Deposit Account #

Maturity Date

Certificate of Deposit Account #

Maturity Date

Safe Deposit Box

Endowment Funds Yes ____ NO ____

Where Invested?

Endowment Fund Agreements

Stocks

Other Financial Assets

- 1.
- 2.
- 3.

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Copy of Last Year's and Current Year's AUDIT REPORT as of Closing Date
Copy of Current Year's Statistical Report As of Closing
Photographs of Exterior and Interior of the Church Properties including furnishings and all items of value
INVENTORY OF CHURCH FURNISHINGS (Use Separate Sheet)
INVENTORY OF CHURCH CONTENTS (Use Separate Sheet)
INVENTORY OF HISTORICAL RECORDS (Use Separate Sheet)

08172017

Pastor's Signature _____ Date _____

Trustee Chair's Signature _____ Date _____

Finance Chair's Signature _____ Date _____

District Superintendent's Signature _____ Date _____

Assisting Elder's Signature _____ Date _____

Completed Report to be sent by the District Office to the President of the Board of Trustees and the Conference Treasurer

Date Sent _____