

CHURCH SESSION (TRUSTEES) ANNUAL REPORT AS OF December 31, 2011

NOTE: Ultimately the Session is responsible for this report. If you have a Board of Trustees, you may choose to have them fill out the report. This information is REQUIRED BY THE PRESBYTERY OF GREAT RIVERS MANUAL.

Church Name: _____

Church Address: _____

A. **ANNUAL AUDIT** *The Book of Order requires an annual audit of the church's finances by someone not related to the treasurer. (G.10.0401). See <http://www.pcusa.org/stewardship/financial.htm>.*

Date of last church audit? _____

Prepared by: _____ Phone Number: _____

B. **INDEBTEDNESS** Since "all property held by or for a particular church ... is held in trust ... for the use and benefit of the Presbyterian Church (U.S.A.)," (Book of Order, G-8.0200) the Presbytery needs to know what major improvements you've made and to what extent your church's property serves as security for mortgage loans or other debt.

- 1. Amount of new debt incurred this year \$ _____
- 2. From whom borrowed? _____
- 3. How secured? _____
- 4. New Maturity date _____
- 5. Indebtedness remaining on money borrowed in previous years \$ _____
- 6. Total indebtedness (2+6) \$ _____
- 7. Total payment(s) per year \$ _____

C. **INSURANCE**

Does the church carry insurance for:

- a. Buildings _____ Yes _____ No If yes, the amount of coverage is \$ _____
- b. Contents _____ Yes _____ No If yes, amount \$ _____
- c. Personal Property _____ Yes _____ No If yes, amount \$ _____
- d. Prof Liability _____ Yes _____ No If yes, amount \$ _____
- e. Workers' Comp. _____ Yes _____ No If yes, amount \$ _____

Name of Insurance Company(s) _____

Insurance Policy #(s) _____

- f. *Employee Bonding* _____ Yes _____ No If yes, amount \$ _____
- g. *Employee Wrongdoing Ins.* _____ Yes _____ No If yes, amount \$ _____

(PLEASE ATTACH A COPY OF CERTIFICATE OF INSURANCE)

D. **REMARKS**

If you have additional information to provide or need additional information about any of the categories listed above, please use the back of this report for that purpose.

E. Prepared by: _____ Daytime phone: _____

Please return by January 31, 2012

To: Presbytery of Great Rivers, 1230 W Candletree Dr, Suite D, Peoria, IL 61614