



# East Ohio Conference Trustees Legal & Church Property Report

Church Name:

EIN #:

Address:

GCFA #:

Local Church #:

## Legal:

1. Is the church incorporated? ¶2529.1      Yes      No      If yes, provide the:

Legal name of the church:

Date of last filing of *Statement of Continued Existence* with the Secretary of State: *(This statement is found on the Ohio Secretary of State's website and must be filed every 5 years)*

Statutory agent:

2. Who is the custodian of all church legal papers and where they are kept? ¶2550.8

Custodian Name:

Location of Legal Papers:

## Liability:

3. Does your church have the *Safe Sanctuaries® Policy* in place?      Yes      No

*(East Ohio Churches are **required** to have a written Safe Sanctuaries® Policy which is reviewed annually.) If the answer is no, please explain why:*

4. When was your church's property/casualty insurance last reviewed?

*Attach a copy of the "Declaration" page(s) from all active insurance policies. ¶2550.7 (Review "Recommended Insurance Levels" adopted by the East Ohio Conference Board of Trustees)*

5. Does your church's liability policy cover sexual misconduct?      Yes      No

6. Have all church properties, including the chancel areas, been evaluated to ensure accessibility to persons with disabilities? *If no, attach a plan/timeline for the development of accessible church properties.* ¶2550.10      Yes      No

## Property:

7. Provide the legal description and the reasonable valuation of each parcel of real estate owned by the church. ¶2550.1 *(Parcel information can be found on the property deed or County Auditor's website. May use the value on the Auditor's website or the insured value from the Insurance Policy declaration page. The values are NUMBER ONLY fields, please enter numerical figures only.*

Church parcel:

Value:

Parsonage parcel:

Value:

Other parcel(s):

Value:

*Or, attach a copy of the "Declaration" page(s) from the relevant insurance policies.*

8. To engage in certain business transactions the name on deeds must be your church's correct legal name. Provide the grantee name on each deed of conveyance of real estate to the local church. ¶2550.3 (Found on archived property deeds or on the County Auditor's website.) Attach a list if needed. **Does the District Office have a copy of the deed?**

Church Parcel: Grantee:  
Parsonage Parcel: Grantee:  
Other Parcel: Grantee:

9. Provide an inventory and reasonable valuation dated within the last two years of significant personal property owned by the local church. ¶2550.3

Location of inventory and valuation:

10. Attach your most recent *Parsonage Inspection* form.

Date of Parsonage Inspection:

### **Revenue/Expenses:**

11. List below (or attach a separate sheet) the amount of revenue received during the year from any income-producing property and a detailed list of expenditures related to that property. ¶2550.4. The values are NUMBER ONLY fields, please enter numerical figures only.

| Property: | Description of Expenses: |
|-----------|--------------------------|
| Revenue:  |                          |
| Expense:  |                          |

12. List below (or attach on a separate sheet) the amount of income received for capital purposes for your current building, a new building, remodeling and other real property improvements. Also include a list of corresponding expenses. ¶2550.5

| Capital Campaigns: | Description of Expenses: |
|--------------------|--------------------------|
| Revenue:           |                          |
| Expense:           |                          |

13. List below your church's outstanding debts secured by the church physical assets, and how contracted. ¶2550.6

Capital Debt:  
How contracted:

14. Attach a list of all trusts in which the local church is the beneficiary, specifying where and how the funds are invested, clarifying the manner in which these investments made a positive contribution toward the realization of the goals outlined in the Social Principles of the Church, and in what manner the income therefrom is expended or applied. ¶2550.9

Trustee Chair Signature: Date:  
Print Name: