

**ANNUAL REPORT FORM CHECK LIST
UPPER NEW YORK ANNUAL CONFERENCE**

for 2011 forms

CHURCH _____

REPORTS DUE BY November 1, 2011

(To be done online & signed copies of Advisory mailed to District Office)

**Date report was received
in the District Office**

Pastor's Appointment Advisory Form _____

S/PPRC Appointment Advisory Form _____

Church Profile _____

Pastor's Profile _____

REPORTS DUE BY December 1, 2011 (or Charge Conference – whichever is first)

Clergy Compensation Form _____

REPORTS DUE BY JANUARY 31, 2012 (may be sent in sooner)

(Forms are to be mailed to the District Office)

Pastor's Annual Report _____

Church Conference Minutes _____

Local Church Directory **To be filled out at unyumc.org**

S/PPRC Charge Conference Report _____

Annual Report of the Committee on Finance _____

Fund Balances (annual audit) _____

Annual Report of the Trustees _____

REPORTS DUE BY MARCH 15, 2012

Conference Statistical Report _____
(To be done online)

Pastor/SPRC Covenant _____
(To be done online & signed copy sent to District Office)

REMINDERS SENT ON:

Date: Method: Person contacted:
