

2022
ANNUAL ADMINISTRATION REPORT

_____ Church Name

_____ Location

List all real (land) properties owned by the church, including cemeteries, with address

List any mortgages or indebtedness on your properties (give balance of principal outstanding, interest rate, and date loan is anticipated to be paid off):

List your PA Sales Tax Exemption number : _____-

POLICIES: DO YOU HAVE?

	YES	NO
Sexual Misconduct Policy	<input type="checkbox"/>	<input type="checkbox"/>
Child & Youth Protection Policy	<input type="checkbox"/>	<input type="checkbox"/>
Manse Rental/Use Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Manual of Operations	<input type="checkbox"/>	<input type="checkbox"/>
Job description for treasurer	<input type="checkbox"/>	<input type="checkbox"/>
Job description for pastor	<input type="checkbox"/>	<input type="checkbox"/>

INSURANCE

PROPERTY: DO YOU HAVE?

	Yes	No	Amount (per occurrence)
Property insurance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Replacement cost coverage	<input type="checkbox"/>	<input type="checkbox"/>	_____

LIABILITY: DO YOU HAVE?

Personal injury coverage	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cemetery	<input type="checkbox"/>	<input type="checkbox"/>	_____
Non-owned and hired vehicle coverage	<input type="checkbox"/>	<input type="checkbox"/>	_____

CHURCH NAME _____

INSURANCE & PREVENTION:

When was the last time your church asked your insurance agent to review your coverage?

_____ (Your insurance company should provide this service.)

TECHNOLOGY & PUBLIC HEALTH

Yes No

Does your church have Wi-Fi ?

Does your church have a ZOOM or other video conferencing license?

Does your church broadcast worship services in any format?

Does your session have a group or process for evaluating health and/or safety issues?

ADDITIONAL FINANCIAL DATA

Total financial reserves: Total of all financial assets (including stocks, bonds, mutual funds, CD's, checking accounts etc.) as of

January 1, 2022 _____ December 31, 2022 _____

Total endowments: (These are investments restricted to use of income only, not principal.)

Total mission spending in 2022: _____

Include all money given to mission organizations (Presbyterian or non- Presbyterian), local assistance, special offerings, etc. through your general budget, special funds, prayer groups, PW, deacons, etc. Celebrate what you give to others. Include all money you give/spend for the care of non-members.

C.O.P.L. is asking for this information under its responsibilities to report annually the indebtedness of the congregations; to verify that sessions have obtained property and liability insurance coverage to protect the facilities, programs, and officers of the church; and to assist congregations in the case of emergencies.

C.O.P.L. is also asking all congregations to submit a copy (not the original) of the deeds to all properties owned to the stated clerk to assist congregations in proving title to property, if you have not done so already.