

Required Annual Forms & Due Dates for Clergy & Churches

January 31	All online year-end statistical reports due
March 1	Membership Audit & Financial Audits due • Annual Financial Audit (extensions may be obtained through DS) • Membership Audit Report D.S. Evaluations of Provisional Members Due
March 31	Worker's Compensation Due
May 1	Spring Equitable Compensation Applications Due
May 15	Clergy Evaluations due in district office (lay staff, & SPRC self-evaluation also recommended)
May 15	Annual Parsonage Inspection & Inventory due
July 15	Move Parsonage Inspection due (when pastor is leaving parsonage)
July 15	Quick Reference Form due (newly-appointed pastors)
Due at 1 on 1	Clergy Evaluation (if not submitted by May 15) Continuing Education Plan Continuing Education & Formation Covenant Cabinet Worksheet for Clergy (completed online)
2 weeks prior to CC	Charge Conference Summary Form due A Congregational Ministry Plan for Renewed Vitality
Due at CC (Paper Forms)	Nominations Report, Officers for 2012 Charge Conference Summary Form (with copies available for everyone) • This form should contain everything which will be voted upon at the Charge Conference, even if the information also appears on another form. Membership & Financial Audit Forms (as submitted in March) Lay Speaker Annual Reports Certified Lay Minister Annual Reports (mailed directly to CLM's) Annual Reports From Other Clergy Related to this Charge • Report of the Retired Pastor (mailed directly to clergy) • Report of Pastor on Leave, Extension, or Location (mailed directly to clergy)
Due at CC (Online Forms can be found on the Church Dashboard) at http://www.wpaumc.org (user name & password needed)	Local Church Leaders A Summary & Covenant of Ministry Parsonage Form Annual Report of Trustees Annual Report of Committee on Finance Interpreter Magazine orders
November 1	Fall Equitable Compensation Applications due
November 30	FINAL DEADLINE for CC Minutes & Online Forms
December 1	Cabinet Worksheet for Church Cabinet Worksheet for Charge
December 15	Candidacy & Clergy Mentor Reports due
December 31	Quick Reference Form due in District Office (for the New Year) 2011 Budgets due in District Office