

**Annual Organizational
Report
for
Churches and Parachurch
Ministries**

Full Gospel Assemblies

Full Gospel Assemblies

Mailing Address
P. O Box 1230
Coatesville, PA 19320

Physical Location
3018 Lincoln Hwy
Parkesburg, PA 19365

Annual Organizational Report for Churches and Parachurch Ministries

Purpose: The following report is an annual report to be completed by Full Gospel Assemblies affiliate churches and parachurch ministries. Information is used in reporting church fellowship activity, updating church fellowship files and annual evaluation of ministry. Full Gospel Assemblies annually reports to the U. S. Department of Internal Revenue Service, the Pennsylvania State Department of Revenue and the Yearbook of American & Canadian Churches.

Ministry Definition: Church Ministry. Organizations holding regularly scheduled worship services open to the public. Parachurch Ministry. Organizations offering ministry in support of the Church and community.

Report Due: February 15, 2012

Annual Report Administrative Costs:

Churches: \$75.00

Parachurch Ministries: \$150.00

Submit: Forward report to Full Gospel Assemblies, P.O. Box 1230, Coatesville, PA 19320. Annual report administrative cost contribution to be enclosed with completed report. All contributions to be made in US Dollars only. Ministries unable to make contribution or unable to acquire US Dollar transfers may forward Annual Organizational report to Full Gospel Assemblies, Dept. of Missions, P.O. Box 1230, Coatesville, PA 19320 with letter of explanation.

Completion / Attachments: Incomplete reports may experience delays in processing.

Questions: Requests for assistance may be forwarded to mailing address or to the central office administrative offices at 610-857-2357. Mon-Fri. 9:00 - 3:00 EST.

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1.

PRINT OR TYPE ALL INFORMATION

Date ____ / ____ / ____

FILE _____
Annual report for calendar year _____

1. Name and Address

Legal Name of Ministry: _____

Mailing Address: _____

Doing Business As Name (If Different than Legal Name): _____

Physical Address: _____

2. Contact

Contact Person: _____ Position: _____

Personal Phone: _____ Personal Cell Phone: _____

Ministry / Office Phone: _____ Ministry Fax Number: _____

Ministry E-mail Address: _____ Ministry Web Address: _____

3. Operation. USA Organizations

EIN Number: _____ - _____ State Sales Tax Number: _____ Issuing State: _____

4. Operation. All Organizations

Ministry serves approximately: _____ Adults _____ Children

Property / Location: Ministry _____ Rents _____ Owns _____

Insurance: Ministry is covered by _____ Property Insurance _____ Liability Insurance. Company Name _____

Incorporation: Ministry is incorporated. _____ Yes _____ No. If Yes, ministry is Incorporated in the State / Province of _____

Constitution / Charter: Governing instrument for ministry is a _____ Constitution and Bylaws _____ Charter.

Changes: Have their been changes in the Constitution and Bylaws or Charter within the last calendar year? _____ Yes _____ No

Board Members: Number of persons serving as board members: _____

Changes: Have there been changes in the Board of Directors within the last Calendar year? _____ Yes _____ No

Employees and Volunteers: _____ Number of Employees _____ Number of Volunteers

5. Church Ministries: _____ Total Number of Pastors. Senior Pastor _____

Additional Staff Pastors: Name _____ Position _____

Name _____ Position _____

Name _____ Position _____

6. The Ministry. Check and Complete all that apply.

1. Membership. Churches

Membership. _____ Adults _____ Children _____ Total

2. Attendance. Churches

_____ Sunday Worship Service....Average Attendance

_____ Sunday School.....Average Attendance

_____ Weekly Bible Study.....Average Attendance. _____ Day of Week Held

_____ Other Events/Services. Describe _____

3. Services. All Organizations Complete the number realized or held for the reporting calendar year.

_____ Conversions _____ Weddings _____ Baby/Child Dedications

_____ Water Baptism _____ Funerals _____ New Membership

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7. Activities. All Organizations Check all that Apply.

- | | |
|--|--|
| <input type="checkbox"/> Church Planting/Mission Churches. | |
| Number of affiliate or satellite congregations _____ | Total Attendance _____ |
| (Churches with more than one congregation are to attach listing of all congregations. List to include physical address of congregation, name of pastor and number of individuals attending.) | |
| <input type="checkbox"/> Street Evangelism | <input type="checkbox"/> Bible School / Adult |
| <input type="checkbox"/> Teaching Services / Classes Seminars | <input type="checkbox"/> Singles Ministry |
| <input type="checkbox"/> Prison Outreach Ministry | <input type="checkbox"/> Radio Ministry |
| <input type="checkbox"/> Senior Ministry | <input type="checkbox"/> TV Ministry Other |
| <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> Youth Ministry |
| <input type="checkbox"/> Worship Services | <input type="checkbox"/> Prayer Meetings / Small Group Bible Study |

Financial Accounting All Organizations Ministries with internal record keeping systems with financial accounting, identification of assets, liabilities, revenue and expense calculations may attach such records. No transfer of calculations to financial accounting sections listed below will be required. All financial reports are to be for the reporting calendar year.

8. Balance Forward: Balance Forward as of December 31, _____ \$ _____

9. Current Assets:

General:		Property & Equipment:	
Cash on Hand	\$ _____	Open Land-FMV	\$ _____
Savings	_____	Facilities (Buildings)	_____
Certificates/Stocks	_____	Furniture	_____
Other _____	_____	Equipment	_____
Other _____	_____	Auto(s)	_____
		Other _____	_____
		Other _____	_____
		Total (A). Current Assets	\$ _____

10. Liabilities:

A. Short Term Liabilities: Describe and List Value **B. Long Term Liabilities:** Describe and List Value

_____	\$	_____	\$	_____
_____		_____		_____
_____		_____		_____
_____		_____		_____

Total (A/B). Liabilities \$ _____

11. Revenue Complete all that apply.

Tithes & Offerings	\$	_____	\$	_____
Tapes, Books, Materials		_____		_____
Missions - Foreign /Domestic		_____		_____
Tuitions		_____		_____
Building Fund Investment		_____		_____
Special Offerings		_____		_____
Interest Income		_____		_____
Miscellaneous Income		_____		_____

Total (C). Revenue \$ _____

Notations / Explanations:

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12. Expenses Complete all that apply.

Salaries & Wages	\$ _____	Missions - foreign / domestic	\$ _____
Full Gospel Assemblies	_____	Needy Families / Benevolence	_____
Tithe / Offering	_____	Nursery / Preschool Ministry	_____
Missions Outreach	_____	Office Supplies	_____
Conferences	_____	Outside Services	_____
Causal Labor	_____	Pastor / Director Library	_____
Advertising & Promotion	_____	Postage / Shipping	_____
Auto Expense	_____	Professional Fees	_____
Bank Charges	_____	Rent	_____
Bank Loans	_____	Repair and Maintenance	_____
Books, Tapes, & Publications	_____	Seminar, Conference, Education	_____
Bus Ministry	_____	Stationery / Printing	_____
Children's Church Ministry	_____	Supplies	_____
Data Processing	_____	Taxes / Payroll	_____
Donations / Benevolence	_____	Telephone / Communications	_____
Dues, Memberships	_____	Travel, Meals, Lodging / Staff	_____
Flowers / Gifts	_____	Travel, Meals, Lodging / Guests	_____
Fund Raising	_____	Utilities	_____
Honorariums / Love Offerings	_____	Youth Activities	_____
Housing & Rental Allowances	_____	Miscellaneous	_____
Insurance	_____	Other	_____
Ministry of Helps	_____	_____	_____
Music / Youth	_____	_____	_____
Mortgages(s)	_____	_____	_____
Licenses, Permits & Renewals	_____	_____	_____
		Total Expenses	\$ _____

13. Closing Balance: Closing Balance as of December 31, _____ \$ _____

14. Attachments & Enclosures. All Organizations. Please insure all attachments are enclosed

- A. Constitution and Bylaws / Charter: All ministries having made changes within the reporting calendar year to their Constitution and Bylaws or Charter are to attach three (3) copies of revised documents exhibiting changes.
- B. Report of Ministry: All ministries are to attach report of ministry activity outlining schedule of services and special events / activities held over reporting calendar year. Description of plans and goals for upcoming calendar year to be included in Report of Ministry.
- C. Photo of Physical Site: Church ministries only. Photo of premises occupied by ministry to be attached.
- D. Annual Report Administrative Costs: Enclose as listed on cover instructions.

15. Verification All Organizations Board of Directors or Governing Council. Names, Signature and Position Listings.
(All members must sign. Additional names may be listed on reverse side)

Print. Pastor / Director / President	Signature	Position	Date
Print.	Signature	Position	Date
Print.	Signature	Position	Date
Print.	Signature	Position	Date
Print.	Signature	Position	Date