

ANNUAL REPORT FORM

FOR RENEWAL OF CONFERENCE ADVANCE SPECIAL PROJECTS
SOUTH GEORGIA ANNUAL CONFERENCE

Advance Mission Special Number

I. Project Name: _____

Address: _____
(street) (city) (state) (zip)

Telephone: _____ Fax: _____ E-mail: _____
(area code) (area code)

Web address: _____

List name and address of person designated to receive Funds:

Project Director: _____

Contact person (if different) _____

II. Attach the following:

1. Brief description of Project's Ministry this year
2. Current Officers of the Board or Governing Authority
3. Statement of purpose and plans for ministry **if they have changed**.
4. A **complete** membership list of the governing authority with denominations affiliation indicated.
5. A financial statement of the year ending _____ or the Simplified Financial Statement provided.
6. Story and picture about how Christ is changing lives through your ministry.

III. If this is a volunteer project beyond the bounds of the South Georgia Conference Episcopal Area, an annual renewal must be submitted for the continuation of the project from the appropriate judicatory office in the designated area.

***The Book of Discipline* requires that Advance Special moneys be used for mission and ministry. Gifts cannot be used for promotional expenditures or administrative expenses of the initiating entity.**

The Book of Discipline, 2008 (§821.3.c)

(For example: A church cannot collect a portion of Advance gifts to its outreach ministry for church related expenses.)

We, the undersigned, do hereby certify that documentation supporting this application for renewal of Conference Advance Special designation is true and accurate to the best of our knowledge and belief, and that all Advance Special gifts to this ministry/project have been disbursed appropriately according to current disciplinary guidelines.

(Signed) (Date)
Chair of Governing Board

(Signed) (Date)
Director, or other responsible ministry leader

Send completed forms and documentation to: Conference Secretary of Global Ministries; P.O. Box 20408; St. Simons Island, GA 31522. Phone: (912) 638-8626 or 888-266-7642 E-mail: doreen@sgaumc.com

SOUTH GEORGIA CONFERENCE
ADVANCE MISSION SPECIAL PROJECTS/AGENCIES

REQUEST FOR FINANCIAL STATEMENT

Effective January 1, 2002 all Conference Advance Special Projects/Agencies shall provide the Conference Board of Global Ministries with a financial statement of the past 12 months of activity as a part of the application for renewal of Approval for Continuation of Conference Advance Special status in one of the following formats:

1) Agency Simplified Financial Statement (Form AMS - 0801 supplied with the application)

OR

2) A compiled financial report containing the following:

1. A beginning balance, income from various supporting sources, expense by major category and ending balance.
2. A statement as to the solvency of the agency
3. Signature

SOUTH GEORGIA CONFERENCE
ADVANCE MISSION SPECIAL PROJECT/ AGENCIES

SIMPLIFIED FINANCIAL STATEMENT

Project or Agency Name

For period of January 1, 20__ through December 31, 20__

Beginning Balance \$ _____

Income Sources (Major Categories)

Description	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. <u>Advance Special Receipts (required)</u>	\$ _____

Total Income \$ _____

Expenditures (Major Categories)

Description	✓ If Advance Funds	Amount
1. _____	<input type="checkbox"/>	\$ _____
2. _____	<input type="checkbox"/>	\$ _____
3. _____	<input type="checkbox"/>	\$ _____
4. _____	<input type="checkbox"/>	\$ _____
5. _____	<input type="checkbox"/>	\$ _____

Total Expenses \$ _____

Ending Balance \$ _____

Statement of Solvency

Signatures required

Agency Manager/Director Date _____

Board Chairperson Date _____

ADVANCE SPECIAL
DISCONTINUANCE FORM

Notice

(If this Advance Special project no longer requests Conference support, or no longer exists, please complete the following:)

() Date the project was completed: _____

() How did the Advance Special funds help? (Use additional pages if needed)

() What kind of appropriate expressions of gratitude were sent to donors?

Please sign below and return.

The _____ (name of agency and Advance Special number)
no longer requests Conference Advance Special designation.

Please remove _____ from the list of Approved Advance
(name of agency)
Specials for the South Georgia Conference:

(Signature) (date)

(type or print name) (title or position)