

**TOPEKA DISTRICT - 2005-2006
FORMS CHECKLIST**

Please mail all forms to the District Office!

<u>Form</u>	<u>Due Date</u>	<u>Completed</u>
<u>Report of the Annual Audit</u> (of 2004 Records) (This should have been completed early in 2005)	Charge Conference	
* <u>Annual Report of Trustees</u> (Enclosed)	Charge Conference	
* <u>Report of Pastor</u> (Enclosed)	Charge Conference	
* <u>Continuing Education, Formation and Spiritual Growth Report</u> - (Enclosed)	Charge Conference	
* <u>Annual Report of Committee On Finance</u> (Enclosed)	Charge Conference	
<u>Lay Speaker Certification Forms</u> (Distributed by District Lay Speaking Registrar)	Charge Conference	
* <u>Pastor's Support Worksheet</u> (Enclosed)	One Week <u>Before</u> Charge Conference	
* <u>Parsonage Inspection</u>	Charge Conference	
<u>Agreement of Understanding</u>	Charge Conference	
<u>Charge Conference Minutes</u>	2 wks after Ch. Conf.	
<u>2006 Lay Leadership List</u>	January 1, 2006	
<u>Tables I, II and III and</u>	January 31, 2006	
<u>Clergy Expense Worksheet</u> (Treasurer's Office will mail)	January 31, 2006	
* <u>Fund Balance Report for YE 12/31/2005</u> (formerly Report of the Annual Audit) May 31, 2006 (Enclosed)		

*Also available at www.gb-gm-umc.org/topdist/downloads