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| --- | --- |
| **Church Name - please enter your full church name** |  |
| **Church Address** - please enter your full address |  |
| **Your Association** - please enter the name of the Association your church belongs to |  |
| **Enter the year end of the Annual Accounts** you are sending to the Baptist Pension Scheme, e.g. 31 December 2012 |  |
| **Audit/Independent Examination** - have your Annual Accounts been audited or independently examined?*Answer Yes or No* |  |
| **Annual Subscription** - enter the amount of the annual subscription paid to BUGB from the Annual Accounts being submitted |  |
| **Home Mission** - enter the amount donated to Home Mission from the Annual Accounts being submitted |  |
| **General Fund Income** - please enter the total income received in your General Fund from the Annual Accounts being submitted |  |
| **General Fund Expenditure** - please enter the total expenditure in your General Fund from the Annual Accounts being submitted |  |
| **General Fund Bank Balance** - please enter the bank balance at your year end from the Annual Accounts being submitted |  |
| **Bank Balances** - insert the total balances of all bank and building society accounts or other institutions held by the church across all funds from the Annual Accounts being submitted |  |
| **Investments** - if the church holds investments, please state how much is invested (year end market value) and who with |  |
| **PROPERTY SECTION - please answer the information on property matters irrespective of who the managing or custodian trustees are** |
| **Property Value (Church only)** - please enter the property value of your church entered in your Balance Sheet or Statement of Assets and Liabilities, e.g. insured value or professional valuation |  |
| **Property Value (Manse only)** - please enter the property value of your church manse/s entered in your Balance Sheet or Statement of Assets and Liabilities, e.g. insured value or professional valuation |  |
| **Property Value (Any other property held by the church only)** - please enter the property value of your property/ies entered in your Balance Sheet or Statement of Assets and Liabilities, e.g. insured value or professional valuation |  |
| **Insurance** - insert name of the company the church is insured with |  |
| **Pension Contributions (Ministers)** - please quote the annual figure paid by the church as an employer for ministers only in the Baptist Pension Scheme |  |
| **Pension Contributions (Staff)** - please quote the annual figure paid by the church as an employer for other staff (not ministers) in the Baptist Pension Scheme) |  |
| **Other Funds Hel**d - where you hold other Funds besides the General Fund, please state each one in the spaces opposite and the amount held in each |  |
| Fund |  |
| Fund |  |
| Fund |  |
| Fund |  |
| Fund |  |
| **Correspondent Name -** in case we need to contact you regarding this information, please state your name, address and contact number |  |
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| **SEND COMPLETED FORM TO:** | Baptist Pension Scheme Trustees |
|  | Baptist Union of Great Britain, |
|  | Baptist House, PO Box 44, 129 Broadway, |
|  | Didcot, Oxon, OX11 8RT |

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