



# ANNUAL CHARTER RENEWAL

FOR *SUBORDINATE CHURCHES* OF  
AEGA MINISTRIES INTERNATIONAL, INC.

For year ending \_\_\_\_\_

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## Due by March 28th

Dear Pastor of AEGA Chartered (Subordinate) Church,

*Greetings, in the precious name of our Lord, Jesus Christ!*

We praise God for the privilege of serving you this past year. We believe the coming year will a great year for harvest.

It is time again to renew your charter (subordinate) status with the AEGA Fellowship. **This annual report is a requirement of the IRS for AEGA to maintain its “GROUP STATUS” and to be able to continue to provide you the 501(c)(3) Tax-Exempt Covering for your church.** Please note, even if your chartered certificate renewal date is for this year, you are still required to provide the following information for our records.

We have striven to **simplify the renewal process**, however, we cannot extend the renewal past **March 28th** due to requirements we must meet with the IRS. If you must have an extension, there is a **\$100 renewal fee required**. Once your report is received in our office and approved, your charter will be renewed and a letter of “Good Standing” will be mailed to you within 30 days.

### **PLEASE PROVIDE THE FOLLOWING:**

**ALL requested items must be answered and submitted**

Use attached form for your financial report portion or if you do your books in quick-books or similar program you can print out “profit & loss” statement for financial portion only, **NOT** the general info.

**HOWEVER—ALL INFORMATION MUST BE PROVIDED!**

#### **MAIL TO:**

**AEGA Charter Department—2149 Hwy 139—Monroe, LA 71203**

**IF YOU HAVE QUESTIONS PLEASE CALL 1-800-842-5176**

**FAX: 1-318-345-0350**

**SCAN & EMAIL to: [pres@aega.org](mailto:pres@aega.org)**





# Annual Church Charter 501(c)(3) Renewal Form

(Required to maintain subordinate status under AEGA 501(c)(3) Group Exemption)

## AEGA Ministries International, Inc.

2149 Hwy. 139—Monroe, LA 71203

FAX: 1-318-345-0350 Email: pres@aega.org 1-800-842-5176

(NO Online forms available due to info needed)

ANNUAL ASSET & LIABILITY REPORT YEAR ENDING: \_\_\_\_\_  
& ADDITIONAL INFORMATION UPDATES ON CHURCH

CHURCH NAME: \_\_\_\_\_ EIN# \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
Mailing Address if different: \_\_\_\_\_  
Church Email: \_\_\_\_\_ Website: \_\_\_\_\_ Phone: \_\_\_\_\_  
Pastor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

### RECEIVED CONTRIBUTIONS FOR CHURCH FOR YEAR END .....Total AMOUNT \$ \_\_\_\_\_

#### ASSETS—What the Church OWNS

Cash on hand (end of year) .....\$ \_\_\_\_\_  
Name of Bank: \_\_\_\_\_  
Account # \_\_\_\_\_  
Cash in Bank(s) Checking yr end.....\$ \_\_\_\_\_  
(Account # \_\_\_\_\_)  
Savings yr end.....\$ \_\_\_\_\_  
(Account # \_\_\_\_\_)

#### FIXED ASSETS

Lands, Buildings Value.....\$ \_\_\_\_\_  
Location: \_\_\_\_\_  
Description \_\_\_\_\_

#### EQUIPMENT & OFFICE FURNITURE:

.....\$ \_\_\_\_\_  
.....\$ \_\_\_\_\_  
.....\$ \_\_\_\_\_  
.....\$ \_\_\_\_\_  
.....\$ \_\_\_\_\_

(for addition attach another sheet)

#### VEHICLES—Paid for—(types, make, year)

.....\$ \_\_\_\_\_  
.....\$ \_\_\_\_\_  
.....\$ \_\_\_\_\_

#### OTHER ASSETS (list type & value)

.....\$ \_\_\_\_\_  
.....\$ \_\_\_\_\_  
.....\$ \_\_\_\_\_

(use additional sheet if necessary)

TOTAL OWNED: .....\$ \_\_\_\_\_

### EXPENSE REPORT FOR CHURCH FOR YEAR-END .....Total AMOUNT \$ \_\_\_\_\_

#### LIABILITIES—What the Church OWES

##### Payment

Accounts Payable—Notes Payable & to whom  
(use another sheet if necessary)

.....\$ \_\_\_\_\_ \$ \_\_\_\_\_  
.....\$ \_\_\_\_\_ \$ \_\_\_\_\_  
.....\$ \_\_\_\_\_ \$ \_\_\_\_\_

##### Mortgages & Contracts (to whom)

.....\$ \_\_\_\_\_ \$ \_\_\_\_\_  
.....\$ \_\_\_\_\_ \$ \_\_\_\_\_

##### Vehicle(s) Loans

.....\$ \_\_\_\_\_ \$ \_\_\_\_\_  
.....\$ \_\_\_\_\_ \$ \_\_\_\_\_

#### OTHER EXPENSES

##### Office Expenses

Rent .....\$ \_\_\_\_\_  
Electricity .....\$ \_\_\_\_\_  
Gas .....\$ \_\_\_\_\_  
Water .....\$ \_\_\_\_\_  
Supplies .....\$ \_\_\_\_\_  
Repairs.....\$ \_\_\_\_\_  
Telephones .....\$ \_\_\_\_\_  
Postage .....\$ \_\_\_\_\_  
Bank Charges .....\$ \_\_\_\_\_  
Professional Fees .....\$ \_\_\_\_\_  
Church owned Vehicles Insurance.....\$ \_\_\_\_\_  
Insurance Company \_\_\_\_\_  
Church Owned Building Insurance.....\$ \_\_\_\_\_  
Insurance Company \_\_\_\_\_  
Printing.....\$ \_\_\_\_\_

CONTINUED ON NEXT PAGE →

**CONTINUED FROM PAGE 1—EXPENSES**

Advertising .....\$ \_\_\_\_\_  
 Benevolence .....\$ \_\_\_\_\_  
 Mission Giving  
     AEGA World Missions.....\$ \_\_\_\_\_  
     Other Missions.....\$ \_\_\_\_\_  
 Donations to AEGA (Charter Fee & Other).....\$ \_\_\_\_\_  
 Salaries (To Whom i.e. pastor, assoc. pastor, youth pastor, clerical, etc)  
     \$ \_\_\_\_\_  
     \$ \_\_\_\_\_  
     \$ \_\_\_\_\_  
     \$ \_\_\_\_\_  
     \$ \_\_\_\_\_  
     \$ \_\_\_\_\_  
     \$ \_\_\_\_\_  
 Housing Allowance .....\$ \_\_\_\_\_  
     To Whom: \_\_\_\_\_

Contract Labor.....\$ \_\_\_\_\_  
 Misc. Expenses .....\$ \_\_\_\_\_  
*(Be sure to keep records and receipts of all expenses listed above)*

Entertainment & Church Travel Expenses  
 (To whom—use extra sheet if necessary)  
 To: \_\_\_\_\_  
 Meals .....\$ \_\_\_\_\_  
 Gas .....\$ \_\_\_\_\_  
 Motel .....\$ \_\_\_\_\_  
 Other.....\$ \_\_\_\_\_  
*(Be sure to keep records and receipts of all expenses listed above)*

*Other Expenses not listed above* .....\$ \_\_\_\_\_  
 List:

**TOTAL EXPENSES** .....\$ \_\_\_\_\_  
*(Also write this total on top of Page 1 in right column)*

**IMPORTANT NOTICE:**

NOTE: You must keep a complete record of all people and organizations who contribute to the church and how much they gave for your records. Don't forget to issue a "contribution statement" to contributors for tax purposes.

**DON'T FORGET:** To issue W-2's and/or 1099's to those who receive wages or to whom you paid contract labor. If you need help concerning these forms contact your CPA or go to [www.irs.gov](http://www.irs.gov).

**QUESTIONS—ANSWER THE FOLLOWING:**

1. Were there any changes in your purpose? \_\_\_\_ Yes \_\_\_\_ No  
 If yes, please explain in detail.

2. Were there any changes in your organizational documents?  
 \_\_\_\_ Yes \_\_\_\_ No—If Yes, explain in detail.  
*(use separate sheet if necessary)*

3. How many regular members/attendees do you now have? \_\_\_\_\_

4. Does your church own or rent your building? \_\_\_\_\_

5. Is the pastor full-time or part-time? \_\_\_\_\_

6. Please check the following programs you currently have in your church.  
 \_\_\_\_ Children \_\_\_\_ Youth \_\_\_\_ Women Ministries \_\_\_\_ Men Ministries  
 \_\_\_\_ Missions \_\_\_\_ Music \_\_\_\_ Other \_\_\_\_\_

7. Do you have Sunday School or other weekly training for members?  
 \_\_\_\_ Yes \_\_\_\_ No

If yes, what kind of literature do you use? \_\_\_\_\_

8. How many services per week? \_\_\_\_\_  
 List your weekly service times:

9. Enclose a recent church newsletter or bulletin

10. How many of the following in the past year.

Salvations \_\_\_\_ Water Baptisms \_\_\_\_ Holy Spirt Baptisms (with evidence of tongues) \_\_\_\_ Baby Dedications \_\_\_\_ Funerals \_\_\_\_ Weddings \_\_\_\_ Revivals \_\_\_\_  
 Youth/Kids Camps \_\_\_\_ Vacations Bible School \_\_\_\_ Other \_\_\_\_\_

**LIST ALL CURRENT BOARD/TRUSTEE  
OF CHURCH**

Name \_\_\_\_\_  
 Title held on board \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_

Name \_\_\_\_\_  
 Title held on board \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
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 Day Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_

**QUESTION:**

IS THE MAJORITY ON THE BOARD "NOT" RELATED BY BLOOD OR MARRIAGE? Yes \_\_\_\_ No \_\_\_\_

If No, please explain

**ENCLOSE A CURRENT COPY OF CHURCH INSURANCE POLICY**

**To the best of my knowledge, the above statements are true and complete. The purposes and activities of this church are strictly for religious and charitable purposes in compliance with the IRS code 501 (c)(3) and is not a private foundation.**

X \_\_\_\_\_  
*(Signature of Pastor or Director/Trustee)*  
 Print Name & Title

Date: \_\_\_\_\_

***Must be signed by two witnesses***

X \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

X \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_