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July 2007 Newsletter

Free Church Inventory Form

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In past newsletters we've discussed how important it is for you to properly inventory and value your church's contents. We now have a form that will make that job a lot easier. The form is available as a free download simply by clicking the following link:

[Church Inventory Survey](#)

If you are interested in some helpful hints taken from our 11/2007 newsletter, please read the following:

- 1) Dedicate a council/trustee meeting to the task of taking an inventory
- 2) Assign each person or team to separate rooms or areas of the church
- 3) List each item as accurately as possible on the inventory form provided
- 4) Groups of items such as library books may already be accounted for. If not use an average replacement cost "guestimate" per book
- 5) When the inventory is completed assign a board member or church employee to summarize in the categories provided in our inventory form
- 6) Once the master list has been compiled, choose someone in the church office to make adds or deletes as items are purchased or disposed of
- 7) We also recommend a digital photo or video backup as well

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