



**Why should we keep an inventory?**

The contents of your properties have great accumulated value as personal property. In the event they are lost or destroyed, an inventory helps to substantiate the existence of items and, most importantly, the cost to replace them.

**Where should we keep our inventory?**

There should be at least two copies of your inventory and they should be stored at separate locations. The master copy should be kept in a safety deposit box. The working copy may be kept at the church with deletions and additions made to it as they are needed.

**How often should the inventory be updated?**

Both copies of your inventory should be reviewed at least once a year.

**What should be considered as contents when putting together our inventory?**

As a general rule, items that could be picked up and removed from the building should be listed in your inventory.

**Should we list our Fine Arts?**

Yes, companies treat Fine Arts coverage differently and with different limits, so it is important that they are given special attention. Values should be scheduled on your policy with special attention given to items such as stained glass, paintings, tapestry, mosaics, and musical instruments.

**What additional steps should we take?**

- Assign the inventory as the responsibility of a particular individual;
- Augment your master copy with a video or photographic inventory;
- Have a professional appraisal done for items of significant value;
- After determining values, review your policy limits with your CIAC representative

Church Inventory

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Church \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Prepared by: Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Record of Reviews

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Prepared by: Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Prepared by: Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Prepared by: Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Prepared by: Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Prepared by: Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Summary of Assets in Dollars

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		Sub total per page	Total
Church	Furnishings, page 1	.....	
	Furnishings, page 2	.....	
	Brass, page 3	.....	
	Silver, page 4	.....	
	Vestments, page 5	.....	.....
Parish Hall	Furnishings, page 6	.....	.....
Office	Furnishings, page 7	.....	
	Furnishings, page 8	.....	.....
Kitchen	Furnishings, page 9	.....	.....
Fine Arts	page 10	.....	.....
Sexton's and Safety Equipment	page 11	.....	.....
Other Miscellaneous	page 12		
	page 13	.....	
	page 14	.....	.....
	Grand Total		.....

Church – Furnishings (Equipment/Materials)

Quantity	Item	Cost per unit	Total cost	Size and serial number
	Hymnals			
	Hymnals			
	Hymnals (blue)			
	Hymnals (red)			
	Organist Hymnal			
	Organist Hymnal			
	Prayer Books			
	Prayer Books			
	Altar Service -- Book or Missal			
	Litany Book			
	Bible			
	Altar*			
	Credence Table*			
	Bishop's Chair			
	Clergy Chair(s)			
	Sedilla*			
	Prayer Desk(s)			
	Pulpit*			
	Lectern (wood)*			
	Litany Desk			
	Communion Rail Cushion			
	Pew Cushion			
	Kneeling Hassocks Cushion			

\*Not permanently affixed to building structure

**Sub Total**

Quantity	Item	Cost per unit	Total cost	Size and serial number
	National Flag			
	Church Flag or Banner			
	Hymn Boards			
	Font			
	Fire Extinguishers: type and size			
	Tract Rack			
	Chapel Chairs			
	Metal Folding Chairs			
	Folding Tables			
	Additional Furnishings			
	Organ*			
	Piano*			
		<b>Sub Total</b>		

\*Not permanently affixed to building structure

Quantity	Item	Cost per unit	Total cost	Size and serial number
	Altar Cross			
	Processional Cross			
	Candlesticks			
	Candelabra			
	Vases			
	Missal Stand			
	Receiving Basin			
	Alms Basins			
	Lectern			
	Processional Torches			
	Candlelighter			
	Flagon			
	Ewer			
		Sub Total		

Quantity	Item	Cost per unit	Total cost	Size and serial number
	Chalice			
	Paten			
	Bread Box			
	Lavabo Bowl			
	Cruets			
	Ciborium			
	Baptismal Shell			
	Baptismal Spoon			
	Baptismal Bowl			
	Sick Communion Set			
	Flagon			
	Ewer			
	Alms Basins			
		Sub Total		

Quantity	Item	Cost per unit	Total cost	Size and serial number
	Dossal and/or Riddles			
	Sets of Altar Hangings			
	Fair Linens			
	Misc. Linens			
	Pall			
	Cassocks and Cottas			
	Cloak			
	Albs			
	Clergy Surplice			
	Clergy Cassock(s)			
	Chasuble(s)			
	Cope			
	Girdles			
	Stoles			
	Birettas			
		Sub Total		



Quantity	Item	Cost per unit	Total cost	Size and serial number
	Metal Folding Chairs			
	Wooden Folding Chairs			
	Metal Folding Chairs (kgn)			
	Wooden Chairs (kgn)			
	Tablet Chairs			
	Metal Folding Tables			
	Metal Folding Tables (kgn)			
	Pipe Leg Tables			
	Card Tables			
	Room Dividers			
	Piano			
	Coat Racks			
	Book Cases			
<b>Sub Total</b>				

Quantity	Item	Cost per unit	Total cost	Size and serial number
	Office Desk and Chair			
	Typist Desk and Chair			
	Personal Computers			
	Printer(s)			
	Modem(s)			
	Photocopier(s)			
	Fax Machine(s)			
	File Cabinets			
	Card Cabinets			
	Safe			
	Software			
		<b>Sub Total</b>		

Quantity	Item	Cost per unit	Total cost	Size and serial number
	Office Stationery and Supplies (est)			
	Books			
	Lounge Furniture (sofas, chairs, etc.)			
	Window Air Conditioner(s)			
	Typewriter			
	Adding Machine			
	Addressograph			
	Addressograph Plates and Cabinet			
	Calculator(s)			
	Tape Recorder and Amplifier			
	Transcriber			
	Movie Projector/VCR			
	Movie Screen (portable)			
	Slide Projector			
	P.A. System			
		Sub Total		

Quantity	Item	Cost per unit	Total cost	Size and serial number
	Place Settings for ____ Persons (est)			
	Silver Service for ____ Persons (est)			
	Misc. Kitchen Service Utensils (est)			
	Misc. Pots and Pans (est)			
	Tablecloths			
	Table Napkins			
	Refrigerator (domestic)			
	Refrigerator (commercial)*			
	Dripolators			
	Dish Trucks			
	Exhaust Fans*			
	Kitchen Cabinets*			
	Electric Range*			
	Gas Range (restaurant)*			
	Dishwasher*			
	Coffee Urns*			
	Steam Table*			
	Hot Water Heater*			
	Air Conditioning Unit (3 tons or over)*			
	Metal Storm Windows*			
	Folding Doors*			
	Fire Escape*			

\*Not permanently affixed to building structure

Sub Total

Quantity	Item	Cost per unit	Total cost	Size and serial number
	Paintings			
	Icons			
	Sculpture and Wood Carvings			
	Gold, Silver & Bronze			
	Gems and Jewelry			
	Mosaics			
	Stained Glass			
	Plaques			
	Stone Carvings			
	Tapestries			
	Oriental Carpets			
	Antique Furniture			
	Ornamental Woodworking			
	Ornamental Marble Work			
	Musical Instruments			
	Music Library			
	Murals			
		<b>Sub Total</b>		









