

ANNUAL REVIEW OF RECORDS REPORT FORM

CHECKLIST FOR 2019, 2020 & 2021 MINUTES

CHURCH: _____ CITY: _____

GENERAL REQUIREMENTS (Examine two instances at random) (G-3.0107)					
		2019	2020	2021	
1.	Are the following part of the opening of each meeting:	Y/N	Y/N	Y/N	
	a. meeting opened with prayer (G-3.0105)	Y/N	Y/N	Y/N	
	b. place, hour and date	Y/N	Y/N	Y/N	
	c. moderator, list of elders, present and absent (or excused) and guests/visitors	Y/N	Y/N	Y/N	
2.	Are the minutes of each meeting signed by the clerk, clerk pro-tem, or moderator?	Y/N	Y/N	Y/N	
3.	Are pages consecutively numbered?	Y/N	Y/N	Y/N	

THE FOLLOWING ITEMS ARE IN ORDER OF THE "JANUARY CONSENT AGENDA"		Page No.	2019	Page No.	2020	Page No.	2021
4.	Is there a minute entry showing the election of an elder as clerk of the session for a definite term of office? [If previously elected for more than one year, give page number of that election of the clerk.] (G-3.0104)		Y/N		Y/N		Y/N
5.	Is there a minute entry showing the election of the church treasurer? And the term of office? (G-3.0205)		Y/N		Y/N		Y/N
6.	Do minutes identify action/report: Elder(s) elected as commissioner(s) to presbytery? (G-3.0202a)		Y/N		Y/N		Y/N
7.	Do minutes show written/verbal reports from commissioner(s) about presbytery gatherings? (G-3.0202a &c)		Y/N		Y/N		Y/N
8.	Do the minutes contain a summary accepted by the Session of a full financial review of all book and records? (G-3.0113)		Y/N		Y/N		Y/N
9.	Do the minutes reflect receipt of the Session Annual Statistical Report and include that report's information? (G-3.0202f)		Y/N		Y/N		Y/N
10.	Is there a minute entry showing that prior to ordination/installation of new ruling elders and/or deacons (in accordance with G-2.0402):	a	Y/N		Y/N		Y/N
	a. A period of study and preparation was completed? b. Session examined the new elders and/or deacons?	b	Y/N		Y/N		Y/N
11.	Do congregational minutes record that adequate notice was given for (G-1.0502):	a	Y/N		Y/N		Y/N
	(a) Annual Meeting (b) Called congregational meeting?	b	Y/N		Y/N		Y/N
12.	Is there a record of the election of Nominating Committee(s)? (G-2.0401)		Y/N		Y/N		Y/N
13.	Do the minutes reflect congregational election of elders and deacons? (G-1.0503a.)		Y/N		Y/N		Y/N
14.	Do congregational minutes show annual congregational approval of any change in Terms of Call of the Pastor(s) [including all items included in original Terms] for the review year? (G-1.0503c)		Y/N		Y/N		Y/N
15.	Is there a record of designation of Pastor's Housing Allowance? (If applicable) (IRS)		Y/N		Y/N		Y/N
16.	Do minutes record session approval of the dates on which the Sacrament of the Lord's Supper was/will be celebrated? (W-3.0410 & G-3.0201b)		Y/N		Y/N		Y/N

EXCEPTION	CAUTION	3 rd YEAR "NO" BECOMES EXCEPTION
-----------	---------	---------------------------------------------

ANNUAL REVIEW OF RECORDS REPORT FORM

CHECKLIST FOR 2019, 2020 & 2021 MINUTES

CHURCH: _____ CITY: _____

17.	(a) Do the minutes include proof of insurance, including name of insurance carrier and coverage amount? (G-3.0112)	a	Y/N		Y/N		Y/N
	(b) Do the minutes include a Treasurer’s Statement verifying timely payment of insurance premiums? (G-3.0112)	b	Y/N		Y/N		Y/N
	(c) Provide a Treasurer’s Statement on church letterhead verifying timely payment of insurance premiums. (G-3.0112)	c	Y/N		Y/N		Y/N
18.	Is there a minute entry showing the annual election (or designation) of the corporate officers? (G-4.0101)		Y/N		Y/N		Y/N
19.	Is there a minute entry showing Per Capita apportionment has been paid? (G-3.0106)		Y/N		Y/N		Y/N

YEARLY ITEMS (Examine page indicated)		Page No.	2019	Page No.	2020	Page No.	2021
20.	Is there a minute entry showing the report to session of last year’s review of session records by presbytery? (G-3.0108a)		Y/N		Y/N		Y/N
21.	Is there a minute entry showing session review of the annual reports of all committees, boards, and organization of the church? (G-3.0108a)		Y/N		Y/N		Y/N
22.	Is there a record of periodic report to Session of income and expenses for each fund account and each “special organization” of the church? (G-3.0205c)		Y/N		Y/N		Y/N
23.	Is there a record of the Annual Budget being approved by session? (G-3.0205; G-3.0113)		Y/N		Y/N		Y/N
24.	Do the minutes reflect that there has been periodic reporting to the <u>congregation</u> of financial activities? (G-3.0205)		Y/N		Y/N		Y/N
SPECIAL ITEMS (Examine page indicated)		Page No.		Page No.		Page No.	
25.	If applicable, do the minutes record an annual review of the church membership rolls (receive, delete/dismiss)? (G-1.0401, 2, and 3; G-3.0201c; G-3.0204a)		Y/N		Y/N		Y/N
26.	If applicable, do the minutes record an effort to restore members to active participation? (G-3.0204a)		Y/N		Y/N		Y/N
27.	If new members were received, do the minutes record preparation and reception of new members? (G-1.0402) (3.0201c)		Y/N		Y/N		Y/N
28.	Do minutes record session oversight of worship, preaching, sacraments, and nurturing? (G-3.0201; W-2.0303)		Y/N		Y/N		Y/N
29.	Do Minutes record session approval of all persons (teachers, leaders, volunteers, etc.) serving in the church’s educational programs for children and youth? (G-3.0201)		Y/N		Y/N		Y/N
30.	Is there a record of the authorization & recording of all baptisms? (G-3.0201b); W-3.0403)		Y/N		Y/N		Y/N
31.	If the records are stored off site, is there a record of permanent storage of minutes and registers? (G-3.0107)		Y/N		Y/N		Y/N
32.	If applicable, is there a record of congregational and presbytery approval of real property transactions: loans, encumbrances, sale, etc. (G-4.0206a & b)		Y / N		Y/N		Y/N

EXCEPTION	CAUTION	3 rd YEAR “NO” BECOMES EXCEPTION
-----------	---------	---------------------------------------------

ANNUAL REVIEW OF RECORDS REPORT FORM

CHECKLIST FOR 2019, 2020 & 2021 MINUTES

CHURCH: _____ CITY: _____

33.	Do minutes indicate fiduciary compliance with internal controls on finances? (G-3.0205a, b, c.) [e.g., two counters, check signers, etc.]		Y/N		Y/N		Y/N
-----	-------------------------------------------------------------------------------------------------------------------------------------------	--	-----	--	-----	--	-----

CHURCH REGISTERS Note: Cite SESSION MINUTE BOOK cross-reference page numbers.		PAGE No.	2019	PAGE No.	2020	PAGE No.	2020
34.	Is the Register in order? Alpha and chronological ordering of members; registry of baptisms, elders, deacons, pastors? (Membership number; dates, etc.) (G-3.0204b)	/	Y/N	/	Y/N	/	Y/N
35.	If the Sacrament of Baptism was performed during the year of review, does the Register of Baptisms include the full “name, parents’ names, and date of birth of infants baptized”? (G-3.0204b) And record adult baptisms?		Y/N		Y/N		Y/N
36.	Is the Register of Elders up to date”? (G-3.0204b)		Y/N		Y/N		Y/N
37.	Is the Register of Deacons up to date”? (G-3.0204b).		Y/N		Y/N		Y/N
38.	Does the Register of Pastors list “dates of service”? (G-3.0204b)		Y/N		Y/N		Y/N

THE FOLLOWING NEED TO BE PROVIDED OR INCORPORATED INTO THE MINUTES				
39.	Is there a copy (inserted or printed on Minute paper) of the current Standing Rules/By Laws in the front of the Minute Book? (G-4.0101; G-4.0102)	Y/N	Y/N	Y/N
40.	Is there a copy of the Articles of Incorporation included in front of Minute Book?	Y/N	Y/N	Y/N
*	<i>IF #39 and/or #40 have been amended or if none provided in the past, bring a copy to leave for Presbytery.</i>			
41.	Provide a “ Filed ” stamped copy of current, Secretary of State Nonprofit corporation letter. (G-4.0101, G-4.0102) Form SI-100 – “Statement of Information,” State of California	Y/N	Y/N	Y/N
42.	Provide a letter/statement from the church treasurer on church letterhead verifying timely payment and filing of payroll taxes and payroll tax returns for the review year. (IRS) <i>Note: Do NOT bring copies of tax forms.</i>	Y/N	Y/N	Y/N
43.	Bring the newest Sexual Misconduct Prevention Policies to show to the Examiners (G-3.0106). <i>Bring an extra copy for Presbytery only if none has been provided in the past or changes were made in the review year.</i>	Y/N	Y/N	Y/N
44.	Bring the newest Child and Youth Protection Policy to show to the Examiners (G-3.0106). <i>Bring an extra copy for Presbytery only if none has been provided in the past or changes were made in the review year.</i>	Y/N	Y/N	Y/N
45.	Is there a minute entry that the church has complied with CA Law SB1343 (Sexual Harassment Prevention Training)?	Page# Y/N	Page# Y/N	Page# Y/N

The 2019 Session minutes begin on page # _____ and end on page # _____.
 The 2020 Session minutes begin on page # _____ and end on page # _____.
 The 2021 Session minutes begin on page # _____ and end on page # _____.