

ANNUAL REVIEW OF RECORDS REPORT FORM

2011 MINUTES

The Presbytery of Los Ranchos

CHURCH: _____ CITY: _____ REVIEW DATE: _____

BE SURE TO LEAVE ENOUGH SPACE [AT LEAST THREE INCHES] ON LAST PAGE OF 2011 MINUTES FOR ATTESTATION STAMP.

Bring with You:

Current Minute Book(s)

Church Rolls/Register

(if not in Minute Book): By-Laws, Annual Report, Full Financial Review, Session Annual Statistical Report, Proof of Insurance, Corporation papers.

Current Book of Order.

This Checklist---completed.

Before the annual review of Session records, go through your Minute Book and Register/Roll and provide the page number(s) where one or more samples of each can be found.

= **must be included**; if missing, Minutes will be NOT APPROVED.

If the meaning of an item is uncertain, please refer to the Book of Order citation.

* = may be found in "*Session Annual Statistical Report*" (in Minutes).

Annual Report indicates that it is acceptable if information is included in the Annual Report, and the Annual Report is included as numbered pages in your Session Minutes Book.

N/A Use N/A {"*not applicable*"} to indicate that a category is not applicable in your situation

BOLD = may be included in a Consent Docket Motion early in the year.

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GENERAL REQUIREMENTS (Examine two instances at random) (G-3.0107)		YES	NO
1.	Are the following part of the opening of each meeting: ➤ meeting opened with prayer (G-3.0105) ➤ place, hour and date See also Robert's Rules. (G-3.0105) ➤ moderator, list of elders present and absent (or excused) and guests/visitors(G-3.0104)		
2.	Are the minutes of each meeting signed by the clerk, clerk pro-tem, or moderator?		
3.	Are pages consecutively numbered?		

THE FOLLOWING ITEMS ARE IN ORDER OF THE "JANUARY CONSENT AGENDA"		Page No.	YES	NO
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)			
5.	Is there a minute entry showing the election of the church treasurer? And the term of office? (G-3.0205)			
6.	Do minutes identify action/report (a) and session receipt of (b & c): a. Elder(s) elected as commissioner(s) to presbytery? (G-3.0202a) b. Written/verbal reports from commissioner(s) to presbytery including report of per capita apportionment? (G-3.0202c)			
7.	<input type="checkbox"/> Was there a full financial review of all books and records? (G-3.0113)			
8.	* Is there a record of session approval of as well as the information contained in the Session Annual Statistical Report (G-3.0302e)?			
9.	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. a period of study and preparation was completed? b. session examined the new elders and/or deacons?			
10.	Do congregational minutes record that proper notice was given for (G-1.0502): (a) Annual Meeting (G-3.0501) (b) Called congregational meeting? (2 Sundays)			
11.	Is there a record of the election and report of Nominating Committee(s)? (G-2.0401)			
12.	a) Do congregational minutes show annual congregational approval of the Terms of Call of the Pastor(s) [including all items included in original Terms] for the review year, (G-1.0503c) b) And report of the presbytery of approval of any change in terms of call? (G-2.0502)			
13.	Is there a record of designation of Pastor's Housing Allowance? (If applicable) (IRS)			
14.	Do minutes record session approval of the dates on which the Sacrament of the Lord's Supper was/will be celebrated? (W-2.4012a & G-3.0201b)			
15.	Is name of insurance carrier and amount of coverage included in the Minutes? (G-3.0112)			
16.	Is there a minute entry showing the annual election (or designation) of the corporate officers? (G-4.0101)			

Notes by examiners:

YEARLY ITEMS (Examine page indicated)		Page No.	YES	NO
17.	Is there a minute entry showing the report to session of last year’s review of session records by presbytery? (G-3.0106; 3.0108a)			
18.	Is there a minute entry showing session review of the annual reports of all committees, boards, and organization of the church? (G-3.0108a)			
19.	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)			
20.	Is there a record of the Annual Budget being approved by session? (G-3.0205) (G-3.0113)			
21.	Do the minutes reflect that there has been periodic reporting to the <u>congregation</u> of financial activities? (G-3.0205)			

Notes by examiners:

SPECIAL ITEMS (Examine page indicated)		Page No.	YES	NO
22.	Do the minutes record an annual review of the church rolls—and a program to restore members to active participation? (3.0204a)			
23.	Do minutes record session action to receive, dismiss, and/or authorize deletion of members’ names from church rolls and/or of the transfer of names from one roll to another? (G-1.0401, 2, and 3) (G-3.0201c) (G-0204a)			
24.	Do the minutes record preparation and reception of new members? (If applicable) (G-1.0402) (3.0201c)			
25.	Do minutes record session oversight of worship, preaching, sacraments, and nurturing—including appointment of all persons (teachers, leaders, volunteers, etc.) serving in the church’s educational programs for children and youth? (G-3.0201; W-6.2006; W-1.4007)			
26.	Is there a record of the authorization & recording of all baptisms? (G-3.0201b); W-2.2011 & W-2.3012.)			
27.	If records are stored off site, is there a record of permanent storage of minutes and registers? (G-3.0107)			
28.	If applicable, is there a record of congregational and presbytery approval of real property transactions: loans, encumbrances, sale, etc.(G-4.0206a & b)			
29.	Do minutes indicate fiduciary compliance with internal controls on finances? (G-3.0205a,b,c.) (e.g. two counters, check signers, etc.)			

Notes by examiners:

CHURCH REGISTERS		MINUTES		
Note: Cite SESSION MINUTE BOOK cross-reference page numbers.		Page No.		
30.	Is the Register in order? Alpha and chronological ordering of members; registry of baptisms, elders, deacons, pastors? (membership number, dates, etc.) [G-3.0204b]			
31.	If the Sacrament of Baptism was performed during the year of review: Does the Register of Infant Baptisms include the full "name, parents' names, and date of birth of those being baptized"? [G-3.0204b]			
32.	Does the Register of Elders show "the name of the church in which each was ordained and the date of ordination"? [G-3.0204b]			
33.	Does the Register of Deacons show "the name of the church in which each was ordained and the date of ordination"? [G-3.0204b].			
34.	Does the Register of Pastors list "dates of service"? [G-3.0204b]			

Notes by examiners:

THE FOLLOWING NEED TO BE ATTACHED OR INCORPORATED INTO THE MINUTES				
35.	<input type="checkbox"/> Is there a copy (inserted or printed on Minute paper) of the current Standing Rules/By Laws in the front of the Minutes Book?(G-4.01ff)			
36.	If there have been changes to the church Articles of Incorporation or By-Laws, are they reflected in the attached document(s)?			
37.	<input type="checkbox"/> Attach a copy of proof of current, Secretary of State Nonprofit corporation papers. SI100 (G-4.01ff)			
38.	Attach to this review a statement from the church treasurer verifying timely payment and filing of payroll taxes and payroll tax returns for the review year. (IRS)			
39.	<input type="checkbox"/> Attach to this review proof of insurance and treasurer statement verifying timely payment of premiums. (G-3.0112)			

Date of last minutes approved by session and included in this review: _____
(G-3,0108a and c)

Page number of the last page of minutes included in this review: _____

Examiners' Signatures: 1. _____ 2. _____

Examiners' Home Church: 1. _____ 2. _____