

ANNUAL REVIEW OF RECORDS REPORT FORM 2017 MINUTES

The Presbytery of Los Ranchos

CHURCH: _____ CITY: _____

| GENERAL REQUIREMENTS (Examine two instances at random) (G-3.0107) | | EXAMINER | EXAMINER |
|--|---|----------|----------|
| | | Nº 1 | Nº 2 |
| 1. | Are the following part of the opening of each meeting: | Y / N | Y / N |
| | ➤ meeting opened with prayer (G-3.0105) | Y / N | Y / N |
| | ➤ place, hour and date | Y / N | Y / N |
| | ➤ moderator, list of elders present and absent (or excused) and guests/visitors | Y / N | Y / N |
| 2. | Are the minutes of each meeting signed by the clerk, clerk pro-tem, or moderator? | Y / N | Y / N |
| 3. | Are pages consecutively numbered? | Y / N | Y / N |

| THE FOLLOWING ITEMS ARE IN ORDER OF THE "JANUARY CONSENT AGENDA" | | Page No. | Nº 1 | Nº 2 |
|--|--|----------|-------|-------|
| 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 |
| 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 |
| 6. | Do minutes identify action/report: Elder(s) elected as commissioner(s) to presbytery? (G-3.0202a) | | Y / N | Y / N |
| 7. | Do minutes show written/verbal reports from commissioner(s) to presbytery? (G-3.0202a & c) | | Y / N | Y / N |
| 8. | Was there a full financial review of all books and records? (G-3.0113) | | Y / N | Y / N |
| 9. | Do the minutes reflect receipt of the Session Annual Statistical Report and include that report's information? (G-3.0202e) | | 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 |
| | a. A period of study and preparation was completed? b. Session examined the new elders and/or deacons? | b | Y / N | Y / N |
| 11. | Do congregational minutes record that adequate notice was given for (G-1.0502): | a | Y / N | Y / N |
| | (a) Annual Meeting (b) Called congregational meeting? | b | Y / N | Y / N |
| 12. | Is there a record of the election of Nominating Committee(s)? (G-2.0401) | | Y / N | Y / N |
| 13. | Do the minutes reflect congregational election of elders and deacons? (G-1.0503a.) | | 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 |
| 15. | Is there a record of designation of Pastor's Housing Allowance? (If applicable) (IRS) | | 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-2.4012a & G-3.0201b) | | Y / N | Y / N |
| 17. | (a) Minute entry includes name of insurance carrier and coverage amount? (G-3.0112) | a | Y / N | Y / N |
| | (b) Provided proof of insurance and treasurer statement verifying timely payment of premiums. (G-3.0112) | b | 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 |
| 19. | Is there a minute entry showing Per Capita apportionment has been paid? (G-3.0202c & G-3.0106) | | Y / N | Y / N |

| YEARLY ITEMS (Examine page indicated) | | Page No. | EXAMINER | EXAMINER |
|---------------------------------------|---|----------|----------|----------|
| | | | Nº 1 | Nº 2 |
| 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 |
| 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 |
| 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 |
| 23. | Is there a record of the Annual Budget being approved by session? (G-3.0205; G-3.0113) | | 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 |

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| EXCEPTION | CAUTION | 3 rd YEAR "NO" BECOMES EXCEPTION |
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CHURCH: _____ CITY: _____

| SPECIAL ITEMS (Examine page indicated) | | Page No. | EXAMINER | EXAMINER |
|--|---|----------|----------|----------|
| | | | № 1 | № 2 |
| 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 |
| 26. | If applicable, do the minutes record an effort to restore members to active participation? (G-3.0204a) | | 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 |
| 28. | Do minutes record session oversight of worship, preaching, sacraments, and nurturing? (G-3.0201, W-1.4004) | | 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; W-6.2006; W-1.4007) | | Y / N | Y / N |
| 30. | Is there a record of the authorization & recording of all baptisms? (G-3.0201b); W-2.3012.) | | 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 |
| 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 |
| 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 |

| CHURCH REGISTERS | | MINUTES Page No. | EXAMINER | EXAMINER |
|--|---|---------------------|----------|----------|
| Note: Cite SESSION MINUTE BOOK cross-reference page numbers. | | | № 1 | № 2 |
| 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 |
| 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 |
| 36. | Is the Register of Elders up to date”? (G-3.0204b) | | Y / N | Y / N |
| 37. | Is the Register of Deacons up to date”? (G-3.0204b). | | Y / N | Y / N |
| 38. | Does the Register of Pastors list “dates of service”? (G-3.0204b) | | Y / N | Y / N |

| THE FOLLOWING NEED TO BE ATTACHED OR INCORPORATED INTO THE MINUTES | | EXAMINER | EXAMINER |
|--|---|----------|----------|
| | | № 1 | № 2 |
| 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 |
| 40. | Is there a copy of the Articles of Incorporation included in front of Minute Book? | 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. | Attach 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 |
| 42. | Attach to this review a letter/statement from the church treasurer verifying timely payment and filing of payroll taxes and payroll tax returns for the review year. (IRS) <i>Note: Bring only a letter from the Treasurer or payroll service company, NOT copies of tax forms.</i> | 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 |

The 2017 Session minutes begin on page # _____ and end on page # _____.