

Received from the Church

Item	Date Completed
Sectional Committee Approval	
Received Master Manual for SOCAL AG DA Churches	
Agreement for SCDC mandated bookkeeping	
EIN Number (s) – There may be more than one	
Insurances (including Master Liability, Work Comp and Vehicle)	
CCLI License	
Bank account numbers with list of signatories	
Federal and California State Corporation ID Numbers	
Copy of 501-c-3 if in church possession	
Copy of certificate of incorporation	
Property deeds on file	
Initial list of all legal voting members of the church	
Church Directory, including adherents and members	
Master inventory of church equipment and possessions	
Copies of any and all contracts	
Any credit or debit card information	
List of vendors and service providers	
List of all past due invoices, if any	
List of present Missions support	
List of employees and appropriate records (W-4, I-9, etc.)	
Church Financials	
Contribution records	

Item	Date Completed
Record of fire extinguishers and inspection records	
Vehicle: Title, Proof of insurance, Present registration and list of drivers	
Background check and process data for Children/Youth Workers	

Have We Covered Each of These Areas?

What records to keep and for how long	
Legal policies and procedures, including but not limited to the list below: Legal Policies and procedures to discuss include: Mandatory reporting Domestic violence Sexual child abuse Abuse Criminal background Confidentiality policy Clergy penitence policy Risk management manual Political endorsement policy Slander policies	
What is the ACMR and how to file it	
The train of accountability within the church and with SoCal AG	