
 Organization Name

Documents and Records Checklist

Charters, bylaws, member lists, and more—the list of legal documents and records that church leaders must work with is seemingly endless. It is always a good idea to seek legal counsel on any matters concerning legal documents, but church leaders must also have a working knowledge of the importance of these documents.

	Yes	Needs Attention
1. If your church is incorporated, do you consistently file an annual report with the Secretary of State's office?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you familiar with your church's organizational document (e.g., articles of incorporation, charter, or constitution)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you aware of any restrictions and limitations outlined in your church's organizational documents?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your church's organizational document include any provisions that are required/recommended by the IRS?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your church's organizational document state that duration is perpetual, rather than a specified number of years?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do your leaders have a working knowledge of the church bylaws?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have your church bylaws reviewed by an attorney regularly or when any changes are made to the document?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all your church leaders familiar with the organization's financial and accounting records?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do board members review church finances at each board meeting, and are they encouraged to ask questions?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does your church maintain a current list of active, voting members?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do your church records include a complete set of minutes from all meetings, annual business meetings, and special meetings?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does your church maintain up-to-date records on all insurance policies and keep records of past policies as well?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are church leaders familiar with tax records and requirements, including payroll tax forms, housing allowance designations, and contribution records?	<input type="checkbox"/>	<input type="checkbox"/>

 Notes: _____

Completed by: _____ Date: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this checklist should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this checklist.