

*ADGL Annual Congregation Review*

*(Due 30 days after the Congregations Annual Meeting or May15th whichever is earliest)*

1. Date of last Congregational Annual Meeting, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name, Address, Email and Phone number of all current Clergy, Staff and Vestry/Mission Council Members Please delineate the Sr. Warden, Jr. Warden, Treasurer and Secretary. (Attached)
3. Copy of the latest “Financial and Records Review” – required annually by the ACNA and ADGL (Attached)
4. List of Lay Delegates and Alternates to SYNOD approved by the congregation – Name, Address, email, and Phone number. (Attached)
5. A copy of the year-end Financial Statements (Balance Sheet / Profit & Loss) as well as a copy of the approved Budget for the upcoming year (Attached)
6. Acknowledgement that Insurance is current with coverage for Property (if any), Liability, Counseling and Misconduct.
7. Acknowledgmen that the Parochial Report has been submitted to the Province (ACNA)
8. Acknowledgement that the Vestry/Mission Council members have read the ADGL Congregational Handbook
9. Acknowledgement that the following documents have been approved by the Vestry/Mission Council: 1. Abuse Prevention and Sexual Acts Policies and Procedures (Required by ADGL as well as most Insurance carriers) 2. Conflicts of Interest Policy (Required by most states for non-profits including churches) 3. Expense Reimbursement Policy (Required by the IRS), 4. Current Bylaws in compliance with ACNA and ADGL Canons (See Template on Diocesan website) 5. Discretionary / Benevolence Fund Policy (ADGL Template meets IRS guidelines)

Sr. Warden \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rector/Vicar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_