



**CHECK LIST**

**YEAR :** \_\_\_\_\_

**SECRETARY**

<u>Description</u>	<u>Remarks</u>
Membership Registration	_____ Nos. of files
Membership form/ updates	_____ Nos. of files
Minutes of Meetings	
General Body	_____ Nos. of Books
Management Meeting	_____ Nos. of Books
Legal Documents	_____ Nos. of files
Church Correspondence	_____ Nos. of files
Electronic copies of all document	_____
Others _____	
_____	
_____	

Secretary : \_\_\_\_\_ Date : \_\_\_\_\_

**DECLARATION:**

I \_\_\_\_\_ hereby declare that I have received all the above said documents and files.

New Secretary: \_\_\_\_\_ Date : \_\_\_\_\_

**VERIFICATION:**

By : \_\_\_\_\_ Date : \_\_\_\_\_



**CHECK LIST**

**YEAR :** \_\_\_\_\_

**TREASURER**

<u>Description</u>	<u>Remarks</u>
Church Asset Inventory	_____ Nos. of files
Accounts & Liability Records	_____ Nos. of files
Property Deeds	_____ Nos. of files
Bank Documents & Correspondence	_____ Nos. of files
Check Books	_____ Nos. of Books
Last Check used	_____ No. of the Check
Next Check to use	_____ No. of the Check
Last Check available	_____ No. of the Check
Number of checks handover	_____ Nos. of check
Electronic copies of all document	_____
Others _____	
_____	
_____	

Treasurer : \_\_\_\_\_ Date : \_\_\_\_\_

**DECLARATION:**

I \_\_\_\_\_ hereby declare that I have received all the above said documents and files.

New Treasurer: \_\_\_\_\_ Date : \_\_\_\_\_

**VERIFICATION:**

By : \_\_\_\_\_ Date : \_\_\_\_\_