

Gilmore Park United Church
Internal Monitoring Report

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: PROTECTION OF ASSETS

GLOBAL POLICY PROHIBITION: *assets may not be unprotected, inadequately maintained or unnecessarily risked.* REPORT: This report constitutes my assurance that, as reasonably interpreted, these conditions have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, May 31, 2004.

_____, Rev. Anna S. Christie, MINISTER

1. POLICY PROHIBITION: *Fail to insure assets against loss by fire and theft less than 100% of replacement cost and by earthquake less than 90% of replacement cost.* REPORT: Thomas Forbes assures me that we are fully insured by a new carrier (Marsh) and that these conditions have been met. **I am therefore reporting compliance.**
2. POLICY PROHIBITION: *Place any bank account with an institution which is not insured by the Canadian Deposit Insurance Corporation or Credit Union Stabilization Fund.* REPORT: All bank accounts are held in either TD Canada Trust or Coast Capital Credit Union. **I am therefore reporting compliance.**
3. POLICY PROHIBITION: *Invest of hold capital in insecure instruments.* REPORT: No investment is held in other than a bank account at this time. **I am therefore reporting compliance.**
4. POLICY PROHIBITION: *Exclude any asset from a register of assets.* REPORT: I am unaware of our register of assets, and quite sure that not every asset is recorded at this time. **I am therefore reporting non-compliance.**
5. POLICY PROHIBITION: *Receive, process or disburse funds under controls which are insufficient to meet the COUNCIL-appointed auditor's accepted standards.* REPORT: The auditors were satisfied at the end of the fiscal year 2003. **I am therefore reporting compliance.**
6. POLICY PROHIBITION: *Jeopardize the intellectual property, information and files through loss, theft, significant damage or unauthorized duplication.* REPORT: Intellectual property has not been placed in jeopardy. All files are kept in good order and locked. Anti-virus programs on computers are adequate and up-to-date. **I am therefore reporting compliance.**
7. POLICY PROHIBITION: *Jeopardize the charitable tax receipt status of the CHURCH.* Policy for giving of tax-receipts has been strictly followed including gifts-in-kind. The church books are neatly and correctly kept as well as audited annually. An annual meeting of the congregation was held to approve financial statements. Charitable tax forms were completed by the Treasurer and submitted as of December 31/03. I am unaware of how else charitable status could be jeopardized. **I am therefore reporting compliance.**

8. POLICY PROHIBITION: *Acquire, encumber or dispose of real property.* REPORT: No real property has been acquired, encumbered or disposed of. **I am therefore reporting compliance.**
9. POLICY PROHIBITION: *Unnecessarily expose the COUNCIL to claims of liability.* REPORT: We are covered for \$2M in liability insurance including directors' insurance (deductible \$350) Council has not been exposed to any liability claims. **I am therefore reporting compliance.**
10. Endanger the CHURCH's public image or credibility, particularly in ways that would hinder the accomplishment of its mission. REPORT: I know of no such endangerment. **I am therefore reporting compliance.**

ENDS POLICIES

REPORT: In my research over the past two weeks I have discovered that reporting on ends policy properly would require nearly 40 hours of my own time and that of the MINISTRY TEAM. At this stage our ends policy is extremely vague. In order to discern if people "know God" and "experience the love of Jesus", I would first need to know what people we are speaking of. Once that is known it would be important to interview such people individually or in groups to judge whether they know God or not, or if they have experienced the love of Jesus. I could give you my own opinion, but a proper monitoring report must also supply sufficient evidence and at this point I have none. **I am therefore reporting non-compliance.**