



*All Star Church Restoration*  
*Document Back Up*  
*Checklist*



**Sample Documents To Have Available (Hard Copy) and Backed Up (Soft Copy)**

**Ministry Documents**

- \_\_\_\_\_ IRS Designation of Non-Profit Status
- \_\_\_\_\_ Articles of Incorporation Papers
- \_\_\_\_\_ Denominational Credentialing Papers
- \_\_\_\_\_ Ministry Architectural drawings
- \_\_\_\_\_

**Business Documents**

- \_\_\_\_\_ Corporate Minutes
- \_\_\_\_\_ Board of Director Meetings/Minutes
- \_\_\_\_\_ Past 5 years IRS Tax returns
- \_\_\_\_\_ Past 5 years State Tax returns
- \_\_\_\_\_ Existing and active contracts
- \_\_\_\_\_ Existing and active lease agreements
- \_\_\_\_\_ Property/GL/Auto/Health/Life/Dental Insurance polices
- \_\_\_\_\_ List of assets
- \_\_\_\_\_ Notes receivables
- \_\_\_\_\_ Backups of computer data
- \_\_\_\_\_ Stocks, bonds, deeds in water proof containers
- \_\_\_\_\_ Human Resource Employee documents

**Financial Documents**

- \_\_\_\_\_ Bank account information
- \_\_\_\_\_ Bank statements
- \_\_\_\_\_ Brokerage account statements
- \_\_\_\_\_ Retirement Plan documents
- \_\_\_\_\_ IRAs
- \_\_\_\_\_ 401(k) &/or 403(b)
- \_\_\_\_\_ Loan information
- \_\_\_\_\_ Real estate closing information
- \_\_\_\_\_ Tax Returns and supporting Data
- \_\_\_\_\_ Investments Accounts
- \_\_\_\_\_ Pay Stubs
- \_\_\_\_\_ Wills
- \_\_\_\_\_ Deeds
- \_\_\_\_\_ Insurance Policies
- \_\_\_\_\_ Title policies
- \_\_\_\_\_ Passports
- \_\_\_\_\_ Home inventory
- \_\_\_\_\_ Military Records
- \_\_\_\_\_ Receipts for Items under warranty
- \_\_\_\_\_ Power of Attorney
- \_\_\_\_\_ Computer backups



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**Sample Documents To Have Available (Hard Copy) and Backed Up (Soft Copy)**

**Personal Documents**

- \_\_\_\_\_ Disk of family/business records
- \_\_\_\_\_ Checking account numbers and bank
- \_\_\_\_\_ List of savings and investments including CD's, stocks, bonds, and mutual funds
- \_\_\_\_\_ Household inventory - videotape, paper copy, and or disk
- \_\_\_\_\_ Copies of all insurance policies (property/auto/health/life)
- \_\_\_\_\_ Copy of will and trust documents, living will, powers or attorney
- \_\_\_\_\_ Titles (house, car, other property)
- \_\_\_\_\_ Past 3 years of federal and state tax returns
- \_\_\_\_\_ Birth, marriage, divorce, death and adoption certificates
- \_\_\_\_\_ Passports
- \_\_\_\_\_ Educational records
- \_\_\_\_\_ Military records
- \_\_\_\_\_ Social Security cards
- \_\_\_\_\_ Drivers License
- \_\_\_\_\_ Immunization records
- \_\_\_\_\_ Home improvement records
- \_\_\_\_\_ Warranties and receipts for major purchases
- \_\_\_\_\_ Appraisals of jewelry, collectibles, artwork, and other valuable items