



ANNUAL CHARTER RENEWAL

FOR SUBORDINATE EVANGELISTIC/RELIGIOUS ORGANIZATION CHARTERS

For year ending _____

Deadline March 28th

Dear Director of (Subordinate Ministry,

Greetings, in the precious name of our Lord, Jesus Christ!

We praise God for the privilege of serving you this past year and believe the coming year will a great year for harvest.

It is time again to renew your charter (subordinate) status under our group exemption. **This annual report is a requirement of the IRS for this organization to maintain its “GROUP STATUS” and to be able to continue to provide you the 501(c)(3) Tax-Exempt Covering for your ministry.** Please note, even if your chartered certificate renewal date is for this year, you are still required to provide the following information for our records.

We strive to **simplify the renewal process, however, we cannot extend the renewal past March 28th due to requirements we must meet with the IRS by May 15th. If you are late sending us the report necessitating us to file an amendments to our report, you must pay \$150 late fee.** Once your report is received in our office and approved, your charter will be renewed and a letter of “Good Standing” will be mailed to you within 30 days. *We also file a report with the IRS confirming your status.*

PLEASE PROVIDE THE FOLLOWING:

ALL requested items must be answered and submitted

Use attached form for your financial report or if you do your books in QuickBooks or similar program you can print out “profit & loss” statement for financial portion only, NOT the general info.

If you file a 990EZ or 990 Long Form this will satisfy financial requirement.

You are required to send us a copy of your 990 form.

HOWEVER—You must answer all questions on the form except the financial part if submitting other type of financial report.

**NOTE: YOUR MINISTRY IS REQUIRED TO FILE A 990 FORM WITH THE IRS...
CONTACT OUR OFFICE IF YOU HAVE QUESTIONS ABOUT THE 990...
IT IS DUE BY MAY 15TH TO FILE WITH IRS.**

MAIL ATTACHED FORM TO:

PCAI Charter Department—2149 Hwy 139—Monroe, LA 71203

IF YOU HAVE QUESTONS PLEASE CALL 1-866-268-5600

FAX: 1-318-345-0350

SCAN & EMAIL to: info@paragonchristianalliance.org

**IMPORTANT
LEGAL INFO**

ANNUAL CHARTER RENEWAL

Check with your Secretary of State office to verify that your state incorporation is current and active. Some states vary from needing renewal every year or like Texas every four (4) years. Without valid state incorporation your federal incorporation (501 c 3) becomes invalid. You may not receive notice from your Secretary of State that it is due as it is your responsibility to handle this.

Have you renewed your state incorporation and have confirmation that it is active? Without a current state incorporation your federal incorporation (501c 3) becomes void. You may not receive notice from your Secretary of State that it is due since it is your responsibility.

Paragon Christian Alliance Int'l, Inc.)

P.O. Box 70, Swartz, LA 71281

Tel:1-866-268-5600





Annual Ministry Charter 501(c)(3) Renewal Form

(Required to maintain subordinate status under 501(c) (3) Group Exemption)

Paragon Christian Alliance International, Inc.

2149 Hwy. 139—Monroe, LA 71203

FAX: 1-318-345-0350 Email: info@paragonchristianalliance.org Call: 1-866-268-5600

(NO Online forms available due to info needed)

ANNUAL ASSET & LIABILITY REPORT YEAR ENDING: _____
& ADDITIONAL INFORMATION UPDATES

MINISTRY NAME: _____		EIN# _____	
Address: _____	City _____	ST _____	ZIP _____
Mailing Address if different: _____			
Ministry Email: _____		Website: _____	
President/Director _____		Phone _____	Email _____
CONTACT PERSON: _____		Phone: _____	Email _____

RECEIVED CONTRIBUTIONS FOR MINISTRY
Year _____ TOTAL \$ _____

ASSETS—What the Ministry OWNS

Cash on hand (end of year)\$ _____
 Name of Bank: _____
 Account # _____
 Cash in Bank(s) Checking yr end \$ _____
 (Account # _____)
 Savings yr end \$ _____
 (Account # _____)

FIXED ASSETS

Lands, Buildings Value \$ _____
 Location: _____
 Description _____

EQUIPMENT & OFFICE FURNITURE:

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

(for addition attach another sheet)

VEHICLES—Paid for—(types, make, year)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

OTHER ASSETS (list type & value)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

(use additional sheet if necessary)

TOTAL OWNED:\$ _____

EXPENSE FOR MINISTRY
Year _____ TOTAL \$ _____

LIABILITIES—What the Ministry OWES

Payment

Accounts Payable—Notes Payable & to whom
(use another sheet if necessary)

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Mortgages & Contracts (to whom)

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Vehicle(s) Loans

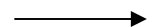
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

OTHER EXPENSES

Office Expenses

Rent.....	\$ _____
Electricity.....	\$ _____
Gas.....	\$ _____
Water.....	\$ _____
Supplies.....	\$ _____
Repairs.....	\$ _____
Telephones.....	\$ _____
Postage.....	\$ _____
Bank Charges.....	\$ _____
Professional Fees.....	\$ _____
Ministry owned Vehicles Insurance.....	\$ _____
Insurance Company.....	\$ _____
Ministry Owned Building Insurance.....	\$ _____
Insurance Company.....	\$ _____
Printing.....	\$ _____

CONTINUED ON NEXT PAGE



CONTINUED FROM PAGE 1—EXPENSES

Advertising \$ _____
 Benevolence \$ _____
 Mission Giving
 AEGA World Missions..... \$ _____
 Other Missions..... \$ _____
 Donations to AEGA (Charter Fee & Other)..... \$ _____
 Salaries (To Whom i.e. pastor, assoc. pastor, youth pastor, clerical, etc)
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 Housing Allowance \$ _____
 To Whom: _____

Contract Labor..... \$ _____
 Misc. Expenses \$ _____
(Be sure to keep records and receipts of all expenses listed above)

Entertainment & Ministry Travel Expenses
 (To whom—use extra sheet if necessary)
 To: _____
 Meals \$ _____
 Gas \$ _____
 Motel \$ _____
 Other..... \$ _____
(Be sure to keep records and receipts of all expenses listed above)

Other Expenses not listed above \$ _____
 List:

TOTAL EXPENSES \$ _____
(Also write this total on top of Page 1 in right column)

IMPORTANT NOTICE:

NOTE: You must keep a complete record of all people and organizations who contribute to the ministry and how much they gave for your records. Don't forget to issue a "contribution statement" to contributors for tax purposes.

990-N FILING ...If your ministry income was \$50,000 or less, then you are required to file the online 990-N. If you want us to file this form for you and send a copy please check "yes" here: YES
If you have filed this form already, send a copy with this report.
NOTE: *If you grossed over \$50,000 you must file the 990EZ or 990 Long Form with the IRS and send us a copy for our records.*

DON'T FORGET: To issue W-2's and/or 1099's to those who receive wages or to whom you paid contract labor. If you need help concerning these forms contact your CPA or go to www.irs.gov.

QUESTIONS—ANSWER THE FOLLOWING:

1. Were there any changes in your purpose? ___ Yes ___ No
 If yes, please explain in detail.
2. Were there any changes in your organizational documents?
 ___ Yes ___ No—If Yes, explain in detail.
(use separate sheet if necessary)

OTHER INFORMATION OR COMMENTS:

LIST ALL CURRENT BOARD/TRUSTEE OF MINISTRY

Name _____
 Title held on board _____
 Address _____
 City _____ ST _____ ZIP _____
 Day Phone _____ Cell _____
 Email _____

Name _____
 Title held on board _____
 Address _____
 City _____ ST _____ ZIP _____
 Day Phone _____ Cell _____
 Email _____

Name _____
 Title held on board _____
 Address _____
 City _____ ST _____ ZIP _____
 Day Phone _____ Cell _____
 Email _____

Name _____
 Title held on board _____
 Address _____
 City _____ ST _____ ZIP _____
 Day Phone _____ Cell _____
 Email _____

Name _____
 Title held on board _____
 Address _____
 City _____ ST _____ ZIP _____
 Day Phone _____ Cell _____
 Email _____

QUESTION:
 IS THE MAJORITY ON THE BOARD "NOT" RELATED BY BLOOD OR MARRIAGE? Yes ___ No ___
 If No, please explain

ENCLOSE A CURRENT COPY OF MINISTRY INSURANCE POLICY

To the best of my knowledge, the above statements are true and complete. The purposes and activities of this ministry are strictly for religious and charitable purposes in compliance with the IRS code 501 (c)(3) and is not a private foundation.

X _____
(Signature of President of Board)
 Print Name & Title _____

Date: _____

Must be signed by two witnesses

X _____
 Print Name: _____
 Date: _____

X _____
 Print Name: _____

VISION MINISTRY UPDATE

Please give a brief update on what your ministry accomplished in fulfilling its
God-called purpose for the past year.

If you publish a newsletter, please enclose a current copy.

Please give your ministry goals for this year.

MINISTRY & INCOME SOURCE REPORT

Must be completed for charter to be renewed

1. Our principle source(s) of income for the past year for _____ were from:
_____ *General Public Contributions* _____ *Grants* _____ *Fund Raisers* _____ *Personal Donation of Offices/Directors*
_____ *Other (explain)*
2. ___Yes ___No—More than half of the ministry activities are conducted in, or directed at persons in foreign countries.
If no, explain

3. ___Yes ___No—More than 1/3 of our income came from other sources other than the officers donations.
If no, explain: _____
4. ___Yes ___No—The majority of our board of directors are NOT related by blood or marriage.
5. ___Yes ___No—Has your ministry bylaws been changed or had added other “types” of ministries since last year?
If yes, attach a copy of current Bylaws and designate changed by highlighting them.
6. ___Yes ___No—We held an “Annual Business Meeting”
7. ___Yes ___No—We keep minutes of each board meeting and they are filed in our permanent legal corporation & charter files
8. ___Yes ___No—The president (or major officer) personal ministerial credentials with AEGA are current.
9. ___Yes ___No—Our ministry property and board of directors are covered with (professional liability and/or property) insurance. If yes, give name of company and policy number: _____
If no, explain: _____
10. ___Yes ___No—Our ministry remains to operate as a “Not-For-Profit” basis and NOT a private foundation.
11. ___Yes ___No—Our ANNUAL REPORT for my STATE nonprofit corporation is current.

IMPORTANT NOTICE:

IRS 990 Form Filing—Due May 15th to IRS

**YOUR MINISTRY IS REQUIRED TO FILE A 990 FORM WITH THE IRS...
CONTACT OUR OFFICE IF YOU HAVE QUESTIONS ABOUT THE 990...
IT IS DUE BY MAY 15TH TO FILE WITH IRS & A COPY MUST BE SENT TO OUR
OFFICE FOR YOU FILE.**

**If your gross income was \$50,000 or Less you file an online 990-N
Per your request our charter department will file this online form for you.**

***If your ministry gross income is \$50,000 up to \$200,000 you file 990EZ**

***If your ministry gross income is \$200,000 or over you file 990 Long form**

***PLEASE CONTACT YOUR TAX PROFESSIONAL CONCERNING THESE FORMS**

DON'T FORGET: Issue W-2's and/or 1099's to those who received wages or to whom you paid contract labor. If you need help concerning these forms contact your CPA or the local IRS office. You are to require anyone you pay contract labor to fill out a W-9 and keep in your records.

NOTE: You must keep complete records of all people and organization who contribute to the ministry and how much they gave. Don't forget to issue contributions statements to those who donated to your ministry.