

Asset & Risk Management Contacts

- Warren Tetz, Director (wtetz@sccsda.org; (818) 546-8420 office; (805) 358-0930 mobile)
- Ronda Harrison, Risk Management Dept. Assistant (ronda.Harrison@sccsda.org; (818) 546-8484)
- Vacant Position, Property Management Dept. Assistant
- Web: <https://scc.adventist.org/departments/asset--risk-management>
- Adventist Risk Management Web: <https://adventistrisk.org/en-us/home>

Asset Management

- Use of Approved Entity Name
- Banking
- Property Tax Exemptions
- Leases/Rental Agreements – Owned Properties
- Leases/Rental Agreements - Church Entity is Tenant
- Contract Services
- Construction/Remodeling
- Vehicle Purchases/Title
- Los Angeles Department of Water and Power

Use of Approved Entity Name

- “Official” name is on E-Adventist.net <http://eadventist.net>
- If you do not believe your church is listed correctly, please contact Warren Tetz
- If your church is listed in E-Adventist with SDA in it’s name, the OFFICIAL name includes “Seventh-day Adventist”, not SDA
- Groups
 - If there is a Group associated with your church, it should be using the church’s name and bank account in most situations.
 - Please confirm what is in place and if there is any individual bank accounts contact Warren Tetz to confirm account is in compliance with Conference guidelines.
- Use your exact name in Bulletins, Contracts, Etc.
 - Banks tightening issues, i.e. Seventh-day Adventist vs. SDA
 - DBA filing has been problematic for an Unincorporated Association. If any name issues please contact Warren Tetz.

Banking

- Signatories

- Pastors and Associate Pastors and spouses should not be on bank accounts.

- Suggested Officers for Signatories

- Head Elder
- Treasurer
- Finance Committee Chair

- Setting up new accounts

- Submit “Tax Exempt Letter – 501 (c) (3) Request on Asset Management Web Page Under Forms
- Submit copy of church board minutes authorizing accounts and Signatories

Property Tax Exemptions

- Church Exemption
 - Exclusively for religious worship services
 - Incidental use by nonprofit charitable groups is permissible if it does not interfere with church, cannot charge more than cost (i.e. utilities)
- Religious Exemption
 - Exclusively for religious worship services and schools, except college level only
- Welfare Exemption
 - Also allows social welfare and relief for the needy (meals, etc.) and emergency or temporary sheltering for homeless
- Conference files exemptions annually, must include information on all tenants
- State Document on Property Tax Exemptions (if online cut and paste into your web browser): <http://www.boe.ca.gov/proptaxes/pdf/pub48.pdf>

Leases/Rental Agreements - Owned Properties

- Asset Management Web Page for Template
 - Lease (long term) vs. License (short term/periodic)
 - Convert any old month to month rental agreements to new Agreement
 - Review all leases, any expired Agreements need to be renewed using current documents
 - Download .pdf, mark up as appropriate, send to Warren Tetz for final document creation
- New Insurance Requirements – \$2,000,000 per occurrence, \$3,000,000 aggregate
- Documentation of Tax Exempt Status
- Signatories
 - Conference is required, without it Lease technically not valid with Conference, other signatories technically legally liable
 - Local (Pastor, Treasurer, Finance Chair, etc.)
- Final executed Agreement must be filed in Asset Management Department
- **CAN NOT** trade housing for any services, i.e. janitorial, grounds, security, etc.
- Housing Agreements must be at market value if any of the occupying individuals are on the Church Board (Pastors would be an exception, work with Asset Management for required documentation).

Lease/Rental Agreements - Church Entity is Tenant

- Call Warren Tetz if your church has any Rental/Lease Agreements where the church is the tenant to confirm if we have on file. If not, send Asset Management any existing Agreements.
- Send new Agreements to Asset Management for review prior to execution.
- Local Church is authorized to execute after Asset Management review and approval.
- Send final copy of executed Agreement to Asset Management

Contract Services

- Obtain Board Authorization
- Must only be done with an entity set up as a business, and the services rendered are commonly performed by that business for multiple clients.
- Cannot classify someone who should be an employee as an independent contractor. If ANY question talk with Human Resources prior to treating worker as independent contractor.
- Must carry insurance
 - Worker's Compensation
 - General Liability (\$2,000,000 per occurrence, \$3,000,000 aggregate)
- Read contract thoroughly, set up tickler file for required future actions

Construction/Remodeling

- Must use Licensed and insured contractors, architects, etc.
 - Must be insured
 - Confirm Contractor has current license on state web site at <https://www.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx>
- Must obtain permits where required
 - Put the burden of obtaining permits on the contractor. Do not pull a permit as an owner/builder.
 - State Requirements and Resources: [https://www.cslb.ca.gov/Consumers/Hire A Contractor/Building Permit Requirements.aspx](https://www.cslb.ca.gov/Consumers/Hire_A_Contractor/Building_Permit_Requirements.aspx)
 - No building or structure may be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained from the building official.



CONTRACTORS STATE LICENSE BOARD



▼ Contractor's License Detail for License # 36935422

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ *CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.*
- ▶ *Per B&P 7071.17 , only construction related civil judgments reported to the CSLB are disclosed.*
- ▶ *Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.*
- ▶ *Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.*

License Number does not exist.

Vehicle Purchases/Title

- Title vehicles using “church name OR Southern California Conference of Seventh-day Adventists” on title with address of the local church. Do not use AND between entities, it will trigger both entities being required to sign at future sale.
- Contact Conference on purchase and disposal to assure insurance coverage as appropriate.
- Do not purchase OR USE any vehicle that is a “15 Passenger” van. Most deaths and damage awards have been NON-OWNED vehicles used in an approved event.
 - Passenger capacity not the only designation
 - Rollover with Serious Injury and Death Risk
 - ARM Guidance on Determination of “15 Passenger” vans – if ANY of the following are present:
 - Can be configured as a 15 passenger van
 - Wheelbase over 135 inches
 - Overall length over 225 inches
 - For more information, please copy and paste into your browser the following link:
https://adventistrisk.org/Adventist_Risk/media/ARMSiteContent/Safety%20Resources/English/IFS-WhatIsA15-PassengerVan-NADEN.pdf

Los Angeles Department of Water and Power

- LADWP is starting to enforce an action several years ago of their board. This action does not allow them to provide service to unincorporated associations.
- If you receive a notice, contact Warren Tetz for assistance.



Risk Management

- Types of Insurance
- Claims
- Protection of Minors
- Loss Control
- Work Bees
- Covid-19





TYPES OF INSURANCE



- General Liability
- Property
- Commercial Auto
- Employment Practices Liability (EPL)
- Executive Risk
- Miscellaneous policies for purchase - Short Term Travel, Activities Accident, Volunteer Labor, etc.

General Liability Coverage

- Volunteers
- Out of pocket medical expenses up to \$10,000
- Excess liability up to \$100 Million
- When renting other facilities or government property
- Only covers church/school approved events

Property Coverages

- Replacement value of church owned building
- Church owned contents
- Fire, smoke, explosion, wind, lightning, etc.
- Vandalism, theft, burglary (Police Report required)

General and Property Billing/Deductibles

- 5% Discount to church if conference billing paid within the time frame given at the time of billing
- Deductible of \$10,000
 - Church pays first \$4,000
 - Conference reimburses church next \$4,000 (based upon incurred expenses)
 - Conference and church share remaining \$2,000 (based on incurred expenses)

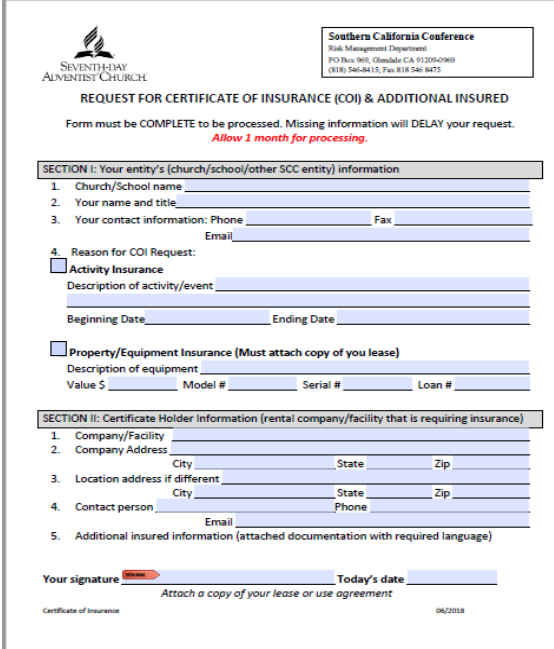


INSURANCE EXCLUSIONS

- General Liability (GL) – bungee jumping, ropes courses over 6 feet, climbing walls, rappelling/rock climbing, rebounding equipment (trampolines), gymnastics, fireworks, etc., must purchase separate rider.
- Items lost, damaged or stolen while on premises.
- Property – mold, asbestos, earthquake, deferred maintenance.
- Additional Damages resulting from a covered event where additional damages resulted from deferred maintenance or where church did not take immediate action to mitigate further losses immediately after the initial event.
- Auto DOES NOT cover vehicles of volunteer drivers.

CERTIFICATES OF INSURANCE

- Certificate Holder, Address and Contact Information
- Additional Insured
- Description of Event
- Location of Event
- Processing time (one month advance)



Southern California Conference
Risk Management Department
P.O. Box 900, Glendale, CA 91209-0900
(818) 546-8415, Fax 818 546 8475

SEVENTH-DAY ADVENTIST CHURCH

REQUEST FOR CERTIFICATE OF INSURANCE (COI) & ADDITIONAL INSURED
Form must be COMPLETE to be processed. Missing information will DELAY your request.
Allow 1 month for processing.

SECTION I: Your entity's (church/school/other SCC entity) information

1. Church/School name _____
2. Your name and title _____
3. Your contact information: Phone _____ Fax _____
Email _____
4. Reason for COI Request:
 Activity Insurance
Description of activity/event _____
Beginning Date _____ Ending Date _____
 Property/Equipment Insurance (Must attach copy of you lease)
Description of equipment _____
Value \$ _____ Model # _____ Serial # _____ Loan # _____

SECTION II: Certificate Holder Information (rental company/facility that is requiring insurance)

1. Company/Facility _____
2. Company Address _____
City _____ State _____ Zip _____
3. Location address if different _____
City _____ State _____ Zip _____
4. Contact person _____ Phone _____
Email _____
5. Additional insured information (attached documentation with required language)

Your signature _____ Today's date _____
Attach a copy of your lease or use agreement

Certificate of Insurance 06/2018



CLAIMS

- Report Claims Timely
- Coverage – ARM insurance is generally secondary



PROTECTION OF MINORS

- Guidelines for protection of minors
 - Always two adults and gender sensitive supervision
 - Always have another adult in view when interacting with minors
 - If changing of clothing is needed, always two adults present
- Forms – Volunteer Ministry
- Always Have Parental Permission Slips with Appropriate Adult at Events
- Always Have Authorization of Medical Treatment of Minors with Appropriate Adult and Available at Events
- Seat Belts ALWAYS required

Protection of Minors – Background Checks

- Sterling training and background checks are REQUIRED for all volunteers 18 or older that interact with minors and all church ministry leaders and officers voted or appointed by the Local Church Board.
- If volunteer has had a Livescan background check done in the last three years a copy of the results can be provided in lieu of the Sterling process. Forward results to Risk Management Office for filing.
- Access on Risk Management Web Page, link is https://www.ncsrisk.org/adventist/registration/reg_2.cfm?theme=0&ac=21637457307
- Individual must pay for cost through the web page (approximately \$18), church may elect to reimburse cost at the local church discretion.
- Must be repeated every three years.
- Must be completed PRIOR TO contact with minors.
- Assuring Screening is done is the responsibility of the local church.



LOSS CONTROL (See ARM Website)

- Church Self-Inspection Checklist
- School Self-Inspection Checklist
- Field Trip Planning Checklist
- Vehicle Drivers Qualification Policy
- DMV Commercial Drivers License Memo
- Passenger vehicle drivers **MUST** have a Commercial Driver's License with a passenger endorsement if they drive a vehicle **DESIGNED** to transport more than 10 persons, **INCLUDING** the driver.
https://www.dmv.ca.gov/portal/dmv/?1dmy&urile=wcm:path:/dmv_content_en/dmv/pubs/cdl_htm/sec4

Work Bees

- Any potentially hazardous work should be contracted out, not done in a work bee
- No rooftop work should be done at a Work Bee
- On site supervision by pastor/head elder etc., monitoring and mitigating risk issues

Covid-19

- We cannot prohibit tenants from occupying leased or rented property as a result of Covid-19. To do so would open us up to potential litigation and losses that could include business interruption.
- Tenants should be made aware that they must follow State and Local Covid-19 guidelines.
- Information and Conference Guidelines are on the web at <https://scc.adventist.org/coronavirus>
- Los Angeles County Requirements excluding Long Beach and Pasadena and Worksheet is on the web at http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_PlacesofWorship.pdf
- State Requirements are at <https://files.covid19.ca.gov/pdf/guidance-places-of-worship--en.pdf> and <https://files.covid19.ca.gov/pdf/checklist-places-of-worship--en.pdf>
- Entities must follow the stricter of State, County, or city guidelines.