

Name of Ministry?		
Form was received	date:	
PDS was updated	date:	initials:
Ministry Calendar	year:	
<b>Verify the following</b>		
Charter was written?	year:	by whom:
Charter is in Master book? (office)	Yes / No	
Is author of charter same as ministry lead of current calendar year?	Yes / No	If no, print name:
Was charter question answered on Ministry Lead form?	Yes / No	
If answer to above question was no, please follow up with ministry lead and report back.		
If yes, to question above, will follow up be required?	Yes / No	
If follow up was required, note findings.		