

WHITEWATER  
VALLEY  
PRESBYTERY

## ANNUAL REPORT MEMORANDUM

**Date:** November 12, 2009  
**To:** Clerk of Session  
**From:** Gary Shaw, Interim Stated Clerk  
**Re:** Annual Reports

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First, know that you are appreciated! Your faithfulness in organizing and recording the minutia of statistics is extraordinary. Thank you for your service, your faithfulness and your dedication to these tasks that are vitally important to the larger church. The entire Presbytery staff wishes you a Happy Thanksgiving and upcoming holiday season. **FYI: The Presbytery office will be relocating as of December 7<sup>th</sup>. The new address is noted on the bottom of this letterhead. Please continue to use the same phone numbers.**

### For the Clerk of Session & enclosed in this packet:

1. Annual Statistical Report (due Feb. 12; online submission preferred)  
Your instruction booklet for entering statistics online is enclosed. Your user name and password are on the label in the top right hand corner of the booklet. If you do not have internet access, simply fill the report out and return it in the enclosed envelope. Two important reminders:
  - You may go the website any time; you can enter data any time after December 14, 2009.
  - You will need some financial information from your treasurer to complete the report
2. Clerk's Annual Questionnaire  
This is four pages in brochure form. **(due Feb. 12; can be done online OR mail to Presbytery office – do only one way or the other, not both)**

### Annual Report Forms Posted Online – (due Feb. 12, 2010)

The forms referred to in items 3-6 are **NOT** included in this packet. You will need to access the Presbytery website: [www.whitewatervalley.org](http://www.whitewatervalley.org)

On the website point to the tab: **Presbytery Business**

You will see a drop down list. Choose the last field: **Forms & Documents**

If you do not have internet access, contact Ruth Ann MacPherson at the Presbytery office and she will mail the forms to you: 317.542.5500 or 800.942.5501

3. Clerk & Treasurer Data Base Information (due Feb. 12; mail to Presbytery office)  
Complete this form and return it by the due date. Please provide e-mail addresses when available.

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4. Necrology Report 2009 (due Feb. 12; mail to Presbytery office)
5. 2010 Presbytery Commissioner(s) Form (due Feb. 12; mail to Presbytery office)
6. Consent Agenda for Session Meeting  
This document lists several items that are required by the *Book of Order* and must be recorded in your permanent minutes. Depending on your particular Session/church schedule, some of these items may be approved later in the year.


**Treasurer's Packet**

Financial reports and information are sent directly to the Treasurer in a separate packet. **Please confirm that your treasurer receives this packet.** The Treasurer will need to supply you with some information for the Annual Statistical Report.

The following forms are included in the Treasurer's Packet:

- Per Capita Invoice (payment due Jan. 31)
- 2010 Churchwide Mission Pledge Form (mailed previously; due Jan. 31)
- Changes in Terms of Call Form and Instructions (due Jan. 31)
- Full Financial Review Form and Instructions (due any time during 2010 for 2009 books)



 Please remember that the information submitted on your Annual Statistical Reports must be reviewed before it is electronically submitted to the Presbyterian Church (U.S.A.)

***The February 12 deadline date is extremely important.***

If your report will be delayed for any reason, please call or e-mail Kristy Quinn, ext. 30, at the Presbytery office: 317.542.5500 or 800.942.5501 [kquinn@whitewatervalley.org](mailto:kquinn@whitewatervalley.org)

We cannot guarantee that information submitted after the deadline will be included in the General Assembly's Statistical Report. When information arrives too late, your church statistics from the previous year (including membership on which per capita is based) are entered.

**Session Record Review Alerts**

Indiana non-profit Corporation papers (can now be done online):

- Have you filed your renewal?
- Paid your filing fee?
- Listed new officers?

Full Financial Review – required yearly

- Forms were mailed to your treasurer in their annual report packet

Insurance – record in your minutes:

- your insurance company
- basic amounts of coverage
- the cost of your insurance
- 2009 minutes will not be approved if insurance information is not included

THANK YOU FOR YOUR ASSISTANCE!