

WHITEWATER  
VALLEY  
PRESBYTERY

## **SAMPLE ANNUAL REPORT MEMORANDUM**

These letters were e-mailed or mailed to clerks and included the User ID & Password.

**Date:** December 20, 2011

**To:** Clerk of Session

***Your user ID and password for entering online statistics due February 20, 2012***

***User ID: Password:***

**From:** Kristy Quinn, Executive Administrator

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 an Advent and Christmas season filled with love and hope. It will be helpful for you to know that the Presbytery office is closed the week of December 26<sup>th</sup> and I will be back in the office January 2, 2012.

For the Clerk of Session and attached to this e-mail:


Annual Statistical Report Instruction Booklet (**statistics due Feb. 20, 2012 - online submission preferred**)

**Most clerks have had experience with the electronic submission process.** The attached booklet represents good stewardship for our denomination and the Presbytery by saving printing, postage and administrative preparation expenses. You may print the booklet or simply use it as an electronic resource.

The link for posting your statistics online: <http://oga.pcusa.org/stats/>

Scroll down to **Go to the Online Statistics Entry system** and click that link. It will take you to the ID and password login page. Your ID and password are provided in the box in this letter's heading. Note the exclamation point at the end of the password – it is a new addition to the password. Also, you will see the Clerk's Annual Questionnaire link, please complete that as well.

- You may enter the information on the PCUSA website any time between now and February 20.
- You will need some financial information from your treasurer to complete the report
- If you do not have internet access, simply print the booklet, complete it and mail the report to Kristy Quinn at the Presbytery office. The due dates are the same.

 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 20 deadline date is extremely important.***

If your report will be delayed for any reason or you need assistance, please call or e-mail Kristy Quinn, at the Presbytery office: [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.

## Annual Report Forms Posted and Accessed Online

**Due Date:** **February 1, 2012** (earlier due date to coincide with the Feb. 25, 2012 Presbytery meeting)

The Presbytery report forms listed below are on the Presbytery website and accessed by clicking on the links provided. Please print these forms, complete them and return by mail, or e-mail as a PDF document, to Ruth Ann MacPherson at the Presbytery office: [rmacpherson@whitewatervalley.org](mailto:rmacpherson@whitewatervalley.org)

[2011 Necrology Report Link](#)

[2012 Commissioners to Presbytery Form Link](#)

[2012 Clerk & Treasurer Information Form Link](#)

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### Treasurer's Packet

Financial reports and information were sent directly to your Treasurer.

**Please confirm that your treasurer has received that packet.**

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

- Per Capita Invoice (**payment due Jan. 31**)
- 2012 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 2012 for 2011 books**)

### 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
- 2011 minutes will not be approved if insurance information is not included

Please contact Kristy Quinn at the Presbytery office if you need assistance with your annual reports.

THANK YOU FOR YOUR MINISTRY.