

PROCESSING THE 2017 STATISTICAL END-OF-YEAR REPORTS

PLEASE BE SURE TO HAVE YOUR COPY OF THE LAST YEARS' STATISTICAL EOY REPORT (SUBMITTED LAST JANUARY for 2016) FOR REFERENCE WHEN FILLING OUT YOUR FORM FOR 2017. One of the best ways to catch errors on the front end is to cross-check your 2017 numbers (current years' statistical numbers), against your 2016 numbers (last years' statistical report) for comparison, even though a number of line items have changed with the New Quadrennium. This way you will catch 'Missing' information, as well as data changes with a sizable difference. Both of these situations should raise a flag, signaling the need to be checked out.

Please be sure to check for errors prior to submitting your Statistics your District office. Below are some of the 2016 Statistical Reported line items which required corrections for GCFA:

Table I, Line #1 ('Total Professing Members Reported at the Close of Last Year') - Line #9 from the 2016 Stats **MUST** be the same number that is used for Line #1 on the 2017 Stats. The correct number is included on the Stat Packet Label for each church (***If a number needs correcting, be sure to use Table 1, #2d or Table 1, #3c for that purpose.***)

Table I, Line #4 ('Total EOY Membership') - #4 ('Total Professing Members Reported at the Close of This Year'), #5 ('Total Ethnicity'), & #6 ('Total Gender') - All three lines **MUST** have the same **TOTAL** number. Also, be sure you have included your numbers on the correct line item for ethnicity...a number of our churches last year changed their entire congregation from one ethnicity to another on their 2016 EOY Report.

Table I, Line #7 ('Average Attendance...Weekly Worship') - If a church is open, it **MUST** have a number in this field.

Table I, Lines #11a-11d ('Participants in Christian Formation Groups...') - If a church is open, it ***should*** have numbers in these fields. This would include any groups that meet (more or less on a regular basis) and *'...enhance a participant's knowledge and experience of the Bible, spiritual life, & Christian nurture...'* This would include groups such as **Sunday School** classes and *could even include choir rehearsal*. If you have a Sunday School program, be sure you have included numbers for #11a-11d.

Table I, Line #13 ('Average Attendance...Sunday School') - This asks for the **average attendance** of your **Sunday School**. If a church has numbers in #11a-#11d, it **MUST** have a number in this field.

Table I, Line #15 ('Number of Ongoing Classes...Sunday School') - This asks for the **number** of **Sunday School classes**. If a church has numbers in #11a-#11d, it **MUST** have a number in this field.

Table II, Line #28a...('Conference Apportionment...') Be sure this number is **10% of Table III, #52 ('Total Income: Annual Budget/Spending Plan')**.

Table II, Lines #41a-#41c ('Base Compensation...') - Base compensation, for all **appointed** clergy, should be taken ***directly*** from the ***Pastor Support Worksheet*** as follows: **Table II, Line #41a, b, or c = PSW Line #4** (Base Compensation); **Table II, Line #42a, b, or c = PSW Line #11** (Cash Housing Allowance); **Table II, Line #43 = PSW Line #8** (Reimbursable Expenses).

Table II, Line #46 ('Total Amount Spent for Local Church Program Expenses') - Most of your churches should have ***some*** program expense...try not to leave this line item blank.

Table II, Line #47 ('Total Amount Spent for Other Local Church Operating Expenses') - *If a church is open*, it **MUST** have a number in this field...This includes utilities, property maintenance, etc.

Table III, Line #51 ('Number of Giving Units') -This will be the number of households or individual persons recorded by name as contributors for the year in support of the annual budget/spending plan and benevolence giving.

Table III, Line #52d ('Received from Interest and Dividends...') - ***Be sure you have NOT recorded any negative values on Table III -Negative numbers are not accepted (cash values only)...if there was a loss, the amount entered would need to be '0'. Be sure to correct this, if necessary, prior to submitting your Statistics.***

Table III, Line #54a ('Equitable Compensation Funds Received by Church or Pastor') - These funds ***must*** be listed separately on Table III, Line #54a (in addition to the being included in Base Compensation, Lines #41a-c).

Table III, Line #54b ('Advance Special, Apportioned, and Connectional Funds Received by Church') - All Salary Supplements (Sustentation Funds, New Church Development Funds, District Funds, etc.) **other than Equitable Compensation** (Table III, Line #54a) are to be listed in **Table III, Line #54b**.