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To: Local Church Pastors
Re: 2020 Statistical Information

Enclosed you will find helpful information about completing the required 2020 statistical data process for your church. By Conference rule the **due date is February 20th**, so don't delay. The on-line access opens January 1, 2021. This letter will give you information about completing the process on-line (the preferred method) or how to get hard copy paper forms.

We are encouraging all churches to use the on-line system, also known as EZRA. This saves valuable resources in both time and materials. If you absolutely cannot use the online system, below you will find instructions to obtain and submit a paper copy. **The deadline for paper forms to be submitted is February 13th** to allow us extra time to input your data for you.

If you can't enter data on-line you can find blank worksheets from the conference website (www.pnwumc.org) - Click on "Digital Downloads", then "Treasurer's Office Downloads", then look under Statistics for PNW Local Church Blank Forms 2020. Contact the Treasurer's office if you need further help.

To begin the preferred online entry, go to: <http://ezra.gcfa.org>. The first time you enter the system the required username is your church's general church 6 GCFA # (**noted below**) and the temporary password is **umc123** (all lower case). Use this username and password to log back and begin. Your starting Church information is below:

Username:
Church:
Table 1 - Line # 1 data

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Once you log on you will be asked to enter contact information and provide a new password. We suggest that you go to the Menu section and get a helpful worksheet that includes last year's reported data by clicking "Blank Report Forms". You can also view or print out a User's Guide from the Menu or get it from the Conference website under Statistics in the Treasurer's Office Downloads page.

Because the data entered on-line must be accurate there are a number of math checks throughout the process. When the information is entered on-line it cannot be submitted until all math errors have been resolved (see the User's Guide for more information).

Also, on Table II, expenses entered into the on-line system are the gross amount expended by the local church; they should not be netted with any support from the conference (i.e. salary aid etc.).

Because the "non-church usage" part of item #47c must be approved by the conference treasurer, entry for this item should not be completed on-line. The amount for this line and the Non-Church Usage Worksheet must be sent to the Conference Treasurer. Please send a copy of Table II along with supporting material to the Conference Treasurer for this approval. Once the approval process has been completed the on-line local church record will be updated by treasurer's office staff, if approved. The Non-Church Usage Worksheet is on the Conference website.

SPECIAL NOTE: Please read the insert about reporting on-line attendance and reporting any money received from PPP loans/grants

Besides practicing good stewardship, we are hoping that the on-line option will encourage prompt return of the tables. We need the data for calculating the conference ceiling rule for 2022 budget work by March 1st. The General Council on Finance and Administration needs our data for the denominational calculations by March 31st.

We know you will find the on-line forms a convenient way to get this work done. It will also be a permanent record that you can access for historical information in the future.

If you have any questions about this task please contact Rik Jamieson at rjamieson@pnwumc.org or call him at 206-870-6818.

Yours truly,

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Brant Henshaw
Treasurer