

January 12, 2024

Dear Colleagues,

Welcome to the 2023 Year-End reports, which is everyone's first choice when asked, "How do you want to start the new year?"! We are ready for you to enter and submit your 2023 data.

The deadline for completing this work is February 20th; please contact me if you are having problems, and I will try to help. If you go past the deadline, I will be contacting you to see how I can help, since we need to have our entire Conference Tables wrapped up by early March 2024 to run Apportionment Grade Figures. You can contact me regarding your questions at [bhenshaw@pnwumc.org](mailto:bhenshaw@pnwumc.org). Alternatively, you can reach out to Cathy Lang at [clang@pnwumc.org](mailto:clang@pnwumc.org).

This is our second year using the new website from GCFA ([stats.gcfa.org](http://stats.gcfa.org)). To get started, go to [www.stats.gcfa.org](http://www.stats.gcfa.org) or go to our conference website ([pnwumc.org/statistics](http://pnwumc.org/statistics)). Download or print out the "Overview" document, the "Tables 1, 2, & 3 – GCFA Detailed Instructions – 2023, and the "Tables 1, 2, & 3 Additional Instructions 2023." Also, download or print out the "Conference Statistics 2023 Guide".

The "Overview" document and the "Conference Statistics 2023 Guide" explain the details you need to use the software entry program. These include login procedures and how to enter, validate, sign off, and submit information. The software program has extremely good explanations on all lines of these reports. Re-read them as you do your data entry.

Don't skip over any lines – read them. Several areas seem to cause issues every year: One expense area is Pastor Compensation Allocation on Table 2, including Housing... Omissions here cause our team a lot of extra work trying to track them down! (See "EXAMPLE PASTOR SALARY WORKSHEET" - copy on reverse). Another area of confusion is where to document the various types of income – refer to "What IS and IS NOT operating income" on the website. It defines the lines on Table 3.

The software automatically saves the information as you enter it. You log out and come back to your entered information later. If any of your entries have generated a "Warning," you are required to enter an explanation in the comments section below the question – these explanations are for me to understand your answers. You can also change your answers at any point prior to submitting it. If you need to change something after submitting your tables, just contact me, and I will unlock them.

Please do your best to put the facts together. You should have most of the data necessary for these questions already documented during your normal operation. Your church's financial reports should show you your income and expense data. Your Charge Conference "Clergy Compensation Worksheets" contain many of the numbers you will need for Table 2.

Statistics are only meaningful if everyone uses the same rules and instructions AND we are all consistent from year to year. The statistics that we gather each year help us in many ways; from the local church to the worldwide church, these numbers help us make decisions, moving us ever toward a more vital church. I want to thank you in advance for doing this number crunching.

Blessings,

Brant Henshaw, Interim Conference Statistician  
[bhenshaw@pnwumc.org](mailto:bhenshaw@pnwumc.org)

**SAMPLE CASE – EXAMPLE OF WHERE THE VALUES GO**

Data from the Charge Conference documents and benefit elections by pastor during the year used for payroll.  
 Note: Pro-rate amounts for mid-year appointment/compensation changes.

COMPENSATION ALLOCATION		Operating		Paid To:	Statistics Table 2
		Expenses			
Taxable Salary	\$28,000.00	28,000.00		Pastor	Line 41a, b, or c <span style="border: 1px solid black; padding: 2px;">32,000.00</span>
UMPIP (403b pre-tax contribution)	\$1,200.00	1,200.00		Wespath	
Flexible Spending Account (MRA/DCA)	\$1,000.00	1,000.00		Conference	
Health Savings Account (HSA)	\$0.00	-		Conference	
Participant Health Premium	\$1,800.00	1,800.00		Conference	Line 42a, b, or c <span style="border: 1px solid black; padding: 2px;">18,000.00</span>
Utility & Furnishings Allowance	\$5,000.00	5,000.00		Pastor	
<b>Cash Salary</b>	<b>\$37,000.00</b>				
Housing Allowance in lieu of Parsonage*	\$13,000.00	13,000.00		Pastor	
<b>TOTAL COMPENSATION</b>	<b>\$50,000.00</b>				<span style="border: 1px solid black; padding: 2px;">50,000.00</span>

\*For clergy living in a parsonage - the amount in Line 42a, b, or c will include the Utility & Furnishings Allowance and parsonage related expenses paid by the church (property taxes, maintenance, etc.)