

## 2023 LOCAL CHURCH REPORTS TO THE ANNUAL CONFERENCE OVERVIEW

**Reminder for 2023:** GCFA has updated the platform for collecting statistical information. The website, log-in and submission processes changed last year. This year, the questions and the information needed to complete the forms are mostly the same.

The following instructions are provided to aid you in completing your Year-End Statistics Reporting. The documents listed below contain important information for completing these reports. *Because of the COVID-related delay of the General Conference, the 2017 – 2021 Quadrennial Form is still applicable.*

[Conference Statistician's Letter 2023](#) – If you have questions, please contact Brant Henshaw, Interim Conference Statistician, at [bhenshaw@pnwumc.org](mailto:bhenshaw@pnwumc.org) or Cathy Lang at [Clang@pnwumc.org](mailto:Clang@pnwumc.org).

[AC Conference Statistics 2023 Guide](#) – Includes detailed instructions for logging in, printing your worksheet, entering your data and submitting final reports.

- [Table 1 – GCFA Detailed Instructions – 2023](#) (with additions unique to PNW)
- [Table 2 – GCFA Detailed Instructions - 2023](#) (with additions unique to PNW)
- [Table 3 – GCFA Detailed Instructions - 2023](#)
- [Table 1 Additional Instructions - 2023](#) – General guidelines for Table 1.
- [Table 2 Additional Instructions - 2023](#) – Detailed instructions for Table 2.
  - EXAMPLE PASTOR SALARY WORKSHEET
- [Table 3 Additional Instructions - 2023](#) – Detailed instructions for Table 3.
- [What IS and IS NOT Considered Operating Income](#) – Additional Table 3 help)
- [Notes On Church Membership](#), more detailed instructions for Table 1 from GCFA.

### REMEMBER

Any entries that generate a warning (including any changes in Table 2 over 20% from the previous year) will require an explanation before the table can be uploaded to the Conference.

### ADDITIONAL NOTES:

**PERSONALIZED WORKSHEETS FOR TABLES 1, 2 AND 3**, with prior year information included, can be found at [stats.gcfa.org](http://stats.gcfa.org). (follow instructions in the Conference Statistics 2023 Guide.

Per Conference rule, your Annual Report (Tables 1, 2, and 3) must be **completed, reviewed** by the Pastor and Finance chair, and **submitted** by **February 20th, 2024**.

Remember that the information that you report to us is used to calculate the grade figure and apportionments for your church.

- Print out the GCFA detailed instructions for Tables 1, 2 & 3 from the [www.pnwumc.org/statistics](http://www.pnwumc.org/statistics) website. These instructions are very detailed and have been modified for our use.
- Print out the “Additional Instructions” for Tables 1, 2, & 3 from the [www.pnwumc.org/statistics](http://www.pnwumc.org/statistics) website. These instructions will answer most of your questions regarding what is expected.

## User Names and Passwords are reset each year.

- The **Username** is the six-digit GCFA # for your church.
- The **Password** is **PNWUMC123!**

The first time you log in, you will be asked for your name and contact information and will have a chance to establish an email username and a password for use going forward. If you forget your password, contact your District Administrator or Conference Statistician, Brant Henshaw, at [bhenshaw@pnwumc.org](mailto:bhenshaw@pnwumc.org) or Cathy Lang at [Clang@pnwumc.org](mailto:Clang@pnwumc.org).

Your GCFA # can be found at the top of your Apportionment and Benefit Statements.

If you cannot locate your GCFA #, contact the conference or district office.

- To get started, you can follow the instructions listed in the Conference Statistics 2023 Guide found on the conference website.
- **Totals** should appear automatically (a total should appear when you click in a totals box.)
- Note that you will be required to enter something in the Warnings section for any line that generates a warning.
- **Table 1:** *As always, the amount on **line 1** is set at the value of Total Members at the Close of the Previous year and cannot be changed. If this number is incorrect, make adjustments in lines 2d and 3c.)*
- **Table 2:** Figures reported in Table 2 are used to calculate your Grade Figure and Shared Ministry/Apportionment amounts. Please be sure to review these carefully and note any significant changes from last year.

Funds sent directly to the conference for Apportionments, Askings, Special Sundays, Advance Specials and Health Flex/Pension/ CPP payments are reported electronically to GCFA.

Do not include any funds that are included on your monthly remittance or the Employer portion of the benefits statement from the conference. Salary withholding amounts from the Participant portion should be included in the total salary figure reported on line 41.

- **Table 3:** Enter income amounts here, and be sure to calculate totals.

### **Electronic Signatures and Uploading the information to Conference:**

After all information has been recorded on all tables, it must be validated by the Pastor and by the responsible Finance person. When you submit the information for uploading, a final system validation will take place. If there are errors, you will need to fix them before going further. Warnings require an explanation for fields whose values have changed more than a particular percentage from 2021. If there are no errors, a screen will ask for information about the Pastor and the Finance person who are vouching for the information in the tables. Once this screen is completed, the information will be uploaded to the Conference.

Once you upload the information to the Conference, you can no longer change it. If a change needs to be made, you will need to contact the District Administrator or the Conference Statistician to open your tables and go through the upload process again when you are ready.

For more detailed information, access the Conference Statistics 2023 Guide found on the conference website listed above.

Thank you for your time and help in completing these reports. If you have any questions, please let us know.

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