

Year End Reports Instructions for Three Rivers District

Tables I – III as well as the Church of Excellence application, the guidelines and the instructions can be downloaded at <http://2018statforms.holston.org>. The tables are provided in PDF format that you can print and fill out by hand, or in Word format that you can fill out electronically.

Additional Forms

There are two additional forms that are not included on the website but **are** in your packet. You can download them from the district website.

- Membership Audit. This is to be turned in with your End-of-Year reports.
- Report of the Annual Audit. This is to be turned in by April 1.

Filling out the top portion of Tables I-III

Please ensure that you have completed all lines in the top section of page one of each table, and that you also include your church name and GCFA Church # on the subsequent pages.

- GCFA Church #: This six digit number can be found on the sticker on the front of your packet
- Conf. Church #: This is the three digit number assigned by the conference. Check last year's form for it, or contact the district office.
- Federal Tax ID #: Your church treasurer should have this number. It can also be found on your W2 form.
- Church Type: All of the churches within our district should check Chartered Church except for Cokesbury which is a Satellite Church.

Deadline and instructions for submission

The completed End-of-Year reports are due in the district office by **5:00 pm on Tuesday, January 15, 2019**. You may submit them in person, by mail or by email.

PLEASE NOTE: We must enforce a firm deadline this year due to our own deadlines for entering this information into the conference database. Please start working on these reports early so that you can meet the deadline.

Once we receive your End-of-Year reports, we will be checking for several items to make certain they are completed and accurate. If they are not, we will be contacting you for this information, so please read the **Processing the 2017 Statistical End-of-Year Reports** document and review the list below to ensure that you have included all of the required information accurately.

Additional notes

- If you are completing your forms by hand, please make certain that all of the information is legible.
- Enter a zero on any line for which you do not have a number or amount (with the exception of those listed below)
- It is not necessary to fill in lines with an asterisk (such as #29a and #30-36f). These amounts are filled in automatically by the conference office in the database.

- It is not necessary to fill in line #50 as this total includes the information you are leaving off of lines #30-36f.
- Only numbers and dollar amounts should be included on the individual lines. Notes should be included in the section provided at the beginning of each table. We cannot accept notations such as “see charge conference documents” in lieu of numbers or dollar amounts on these reports.
- Again, please review the supplemental documents to ensure that you have filled in all of the required lines accurately. **We will need to contact you if the following are left blank:**
 - Lines #1-6. PLEASE NOTE lines #4, #5, and #6 should equal.
 - Line #7
 - Lines #11a-11d. If you do not have any Christian Formation Groups, please indicate this in the Notes section of Table 1 – Page 1.
 - Line #13. If you do not have Sunday School, please indicate this in the Notes section of table 1 – Page 1.
 - Line #15
 - Lines #24-25. If there is a large difference in the figures provided on these lines from last year, please indicate the reason in the Notes section on Table 2 – Page 1.
 - Line #46
 - Line #47

Several Frequently Asked Questions about the reports are included in the guidelines document. Please feel free to contact Betty at the district office if you have additional questions.