



# Michigan Conference

The United Methodist Church

## A SIMPLE CHECK LIST

Greetings to those responsible for the year end Local Church Report, in the name of Christ who said God loves to number things: "The very hairs of your head are all numbered." Matt. 10:30.

It is time to prepare to submit the local church numbers for 2019. This report is required of all congregations. The pastor is the chief administrative officer of the local church (2016 Book of Discipline paragraph 340.c.2.b), and has the ultimate responsibility for making sure that the report is submitted by the due date and for its accuracy. Accuracy is extremely important as numbers from this report is used to determine apportionments, and reflect the health of the congregation for the Annual Conference. If you need "real person" help with this process, please contact the Conference Statistician. He is available via e-mail, or snail mail, and checks all mail and messages once a day (except on Sabbath!).

We will once again be using the **G.C.F.A. EZRA Reporting System** at <http://ezra.gcfa.org>. Once there, log in with your **old** user name and password. Your User Name ID will be provided to you in a letter in December that also has a copy of your Report Worksheet. If you do not have appropriate internet access and need a blank paper copy of your report sent to you by snail mail, and it is not included with this letter, please call the statistician **immediately**.

After you sign on to Ezra Statistics you will see the welcome screen which invites you to either print a blank report form or, if it is after January 1, 2020 the tables will be open for you to begin entering your stats.

### What is important to remember?

- You are to complete Tables I, II, and III. Save them before you move to a new table or leave the task, or go to lunch, Submit them when you are finished and errors are corrected and warnings explained.
- Accuracy throughout the entire report is expected. We are again asking you to give a short explanation for lines that are significantly different from last year. Please Keep It Saliently Simple when giving explanations.
- In Table III, include only funds that were received in 2019. Accumulated funds (building fund money or memorial fund money from previous years and money collected other years and saved.) are included on Table II, line 25. The audit will check to verify money collected equals money spent plus saved on line 25.
- The report is to be submitted by January 30, 2020. If you have trouble making that deadline,

contact Ron Iris by snail mail, voice mail, or email and we will not bother you or your district with reminders.

- If you do not have appropriate internet access and need a paper copy of the report, contact the statistician immediately.
- If you need someone to enter the data for you, send your report to Pamela Stewart or your District Statistician, before January 24, 2020. Please use this service only if your church cannot get access to the Internet. All contact addresses are on the back of your December letter.
- Read the "Church User Guide" before you start. It is available from the home page of this web site along with documents on Who/How to Count and Basic Steps to use Ezra.
- Please complete this report in a timely manner so that we can have accurate and complete data for reports that must be submitted for the pre-Annual Conference Reports by April 1<sup>st</sup>. We also need accurate and complete data to be used by the Conference Treasurer for determining 2021 Ministry Shares for your church(es).

**If you have any questions rising from this letter, please contact Pamela Stewart A.S.A.P.**