

2009 Table I, II & III Instructions  
**Things have changed from last year**  
**January 31, 2010 Deadline**

§ The denomination (GCFA) has added/changed information that we must provide for the next four years. Some of your 2008 information will not be seen online because it was not collected last year.

§ Some of you, in the past, have needed to adjust your beginning membership. Now we have the option to change beginning membership numbers before we begin entering our membership changes. Please note that you may increase or decrease the beginning membership number. Making these changes is very rare and should not be made without entering an explanation.

If you need to make an adjustment to your beginning membership, do this:      Or give me a call, 252.213.7885

1. Enter the amount of adjustment in the appropriate box on **Question 1**
2. In the box provided, enter an explanation for the needed membership adjustment.
3. After entering your reason for needing to make the membership adjustment, click the **“Update this value now”** button. You will see your adjusted number next to: **Your corrected beginning membership is: .**
4. You will now be able to enter your 2009 membership changes. On Line 9 there is a new “calculation” button to simplify the process.

§ You will remember from the past that your **ending membership number**, Line 9, and the **ethnic** and the **gender** numbers **must all agree** before the changes will SAVE correctly. If you get an error, USE THE **“BACK” FEATURE** on your browser, usually found on the upper left above the word “file”. Do **NOT** use the continue option. If you use “back” the numbers you entered will not “disappear” and you can simply make the appropriate changes before saving your work.

§ Line 36 is now **Value of church-owned land, buildings AND parsonage combined**. You will need to use the figures from your 2009 Charge Conference Trustee Report to obtain these combined figures. **Also**, Lines 36 - 39 should be rounded off to the nearest \$100.

**Table II: Financial**

§ If your church provides a **Housing Allowance** for the pastor in lieu of a parsonage, the amount provided should be reported on Line 74 of Table II. **Do not** report **Housing Allowance** on any other line of Table II.

§ **Please note:** If your church provides any funding support, from the budget or any other funding sources, to a preschool, daycare, mother’s morning out or after school program, the amount your church gives to that ministry should be reported with other programming expenses on Line 71 of Table II.

§ We are no longer reporting the amount of money spent by the UMW on Line 75.

§ If your church does not provide salary, travel, utilities, insurance, etc. to the pastor, please use the check box on the corresponding question to indicate that the field should be left blank.

§ When entering data on Table II do not use commas or any other punctuation. **Do not enter decimal points**. Round off your numbers to the nearest dollar.

§ If your church has a preschool, day care or allows a non-profit group to use your church building, then you should read the **Supplemental Table II Instructions** in the downloads Tables section of the Online Data Collection System.

**Table III**

Instructions for Table III are printed with the online form.

All three Tables must be completed and submitted online by January 31, 2010. **DO NOT** send printed copies of the Tables to me. **DO NOT** send any district reports to me. **REMEMBER TO PRINT A COPY OF EACH TABLE FOR YOUR OWN RECORDS.**

I am always available if help is needed. Give me a call or send an email.

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