

2022 LOCAL CHURCH REPORTS TO THE ANNUAL CONFERENCE OVERVIEW

NEW for 2022: GCFA has updated the platform for collecting statistical information. The website, log-in and submission processes are changing this year.

There is very little change to the questions or the information needed to complete the forms.

Two live webinars to review the statistics process, including the changes for 2022, will be presented January 5, 2023 (Contact your District Office) and will be recorded for use for anyone who isn't able to attend.

(To reserve a spot or to review the recording go to umoi.org/statistics)

These 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 General Conference, 2017 – 2021 Quadrennial form is still applicable.** These documents can be found on the Conference website (www.umoi.org/statistics).

Annual **Conference Statistician's letter 2022**, If you have questions, please contact Rick Beadnell, Conference Statistician, at stats@umoi.org.

Conference Statistics 2022 Guide detailed instructions for logging in, printing your worksheet, entering your data and submitting final reports.

Table 1 – GCFA Detailed Instructions – 2022 (with additions unique to OR-ID)

Table 2 – GCFA Detailed Instructions - 2022 (with additions unique to OR-ID)

Table 3 – GCFA Detailed Instructions - 2022

Table 1 Additional Instructions - 2022, general guidelines for Table 1.

Table 2 Additional Instructions - 2022, detailed instructions for Table 2.
- EXAMPLE PASTOR SALARY WORKSHEET

Table 3 Additional Instructions - 2022, detailed instructions for Table 3.

What IS and IS NOT Considered Operating Income (Table 3 help)

Notes On Church Membership, more detailed instructions for Table 1 from GCFA.

REMEMBER

Any entries which 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 Conference.

ADDITIONAL NOTES:

PERSONALIZED WORKSHEETS FOR TABLES 1, 2 AND 3, with prior year information included, can be found at stats.gcfa.org. (follow instructions in the Conference Statistics2022 Guide. A direct link to this site is found in your Church Dashboard.

Per Conference rule, your Annual Report (Tables 1, 2 and 3) must be **completed**, **reviewed** by the Pastor and Finance and **submitted** by **JANUARY 31, 2023**.

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 umoi.org 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 [umoi.org website](http://umoi.org). 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 **AC!22stats**

The first time you log-in you will be asked for your name, contact information and will have a chance to establish an email userid and a password for use going forward. (If you forget your password, contact the your District Administrator or Conference Statistician, Rick Beadnell, at stats@umoi.org.)

Your GCFA # can be found at the top of your Apportionment and Benefit Statements, it is also the Username for the Ministry Financial Online payment system.

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 2022 Guide found at the conference website (www.umoi.org/statistics)
- **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 benefit 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 no errors, a screen will ask 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 2022 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.

Rick Beadnell, Conference Statistician (stats@umoi.org)