



The Presbytery of Nevada

Synod of the Pacific, Presbyterian Church (USA)
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TO: Clerks of Session

Date: December 28, 2017

RE **END OF YEAR REPORTS**

Copy: Moderators of Session

The **Annual Statistical report** should be approved by the Session as early as possible after the December 31, 2017 meeting; the report does not require approval of your congregation. Use the same user ID and password as last year and please don't forget the exclamation point (!).

The electronic 2017 Session Annual Statistical Report Instruction Workbook is available in English, Spanish and Korean at: <http://oga.pcusa.org/section/churchwide-ministries/stats/>

The 2017 **Financial Health Assessment** from Nevada Presbytery Board of Trustees and the **Per Capita Apportionment** for 2017 has already been forwarded to you separately by the Director of Finance, Elder Vern Manke.

Please print out a completed electronic copy of your **Statistical Report and Clerk's Annual Questionnaire** and forward to me at the address listed above or you may send electronically.

Don't forget to **mail your Per Capita and Financial Health Assessment to Vern Manke so he can determine your discount. His address is: Director of Finance, 2613 Empire Ranch Rd, Carson City, NV 89721.**

NOTE: In accordance with Policy #1 in the Manual of Operations, "all churches who have paid their full Per Capita Apportionment payments and have submitted proof of their Annual Statistical Reports postmarked (or email sent date) prior to midnight February 15, 2017 **will be granted a ten percent (10%) discount.**

And don't forget, if your Pastor(s) has had a change in salary, you must notify the Stated Clerk and send a Board of Pensions form #ENR111, which is available from the Board of Pensions website (www.pensions.org).

If you need your user id and password, please email me and let me know. If you have any questions, please do not hesitate to contact me at one of the above numbers.

C: Elder Vern Manke, Director of Finance