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TO: Those Responsible for Filling Out Reports
FROM: Ted McCulloch, Stated Clerk

For the reporting of annual statistics, this year will be similar to the past few years. The Office of General Assembly no longer prints workbooks or forms but they do provide us with all the documentation online to distribute to congregations.

You will find a digital copy only of the workbook on our website at: www.presbylh.org. There is not a paper option for submitting Annual Statistics.

We have set up a special page just for annual statistics reporting purposes. On that page you will find links to:

- A link to the site for the online reporting of Annual Statistics
- A link to the site for the Clerk's Questionnaire (deadline for this is 1/30/17)
- The 2016 Necrology report to presbytery (now online only)

Below you will find your congregation's username and password to login to the General Assembly's website to enter your statistics. The login information has not changed from last year.

Please note the final **deadline for entering statistics is February 16, 2017**. There are no exceptions as GA closes the system that day. You can edit your information at any time prior February 16th.

If you have any questions do not hesitate to call the Recording Clerk, Staci Percy, at 989-799-7481 x2.

I appreciate the work you do and am grateful for your co-operation in completing this task.