

CHECKLIST FOR REPORTS TO PRESBYTERY
Presbytery of Miami Valley
Year Ending December 31, 2009

TO BE RETURNED AS SOON AS POSSIBLE	REPORT ASSIGNED TO	DATE E-MAILED OR POSTED
Postcard Receipt of Annual Packet		

TO BE RETURNED BY JANUARY 31, 2010	REPORT ASSIGNED TO	DATE E-MAILED OR POSTED
Necrology Report		
Professional Development Report		

TO BE SUBMITTED ON-LINE NO LATER THAN FEBRUARY 23, 2010	REPORT ASSIGNED TO	DATE SUBMITTED ON-LINE
Annual Statistics/Financial Report		
Congregational Annual Report		

TO BE RETURNED AFTER ANNUAL CONGREGATIONAL MEETING	REPORT ASSIGNED TO	DATE E-MAILED OR POSTED
Change in Installed Pastor's Compensation		

TO BE RETURNED AFTER SESSION ACTION	REPORT ASSIGNED TO	DATE E-MAILED OR POSTED
Change in Compensation for Certified Christian Educators		

TO BE SENT TO THE BOARD OF PENSIONS WITHIN 30 DAYS OF CHANGE	REPORT ASSIGNED TO	DATE MAILED
Change in Salary form (ENR-111)		

For use of clerk of session – no need to return this form to the presbytery office.

REMEMBER!
Statistics must be submitted on-line before
Midnight, Tuesday, February 23, 2010