

**CHECKLIST FOR REPORTS TO PRESBYTERY**  
**Presbytery of Miami Valley**  
**Year Ending December 31, 2011**

<b>TO BE RETURNED BY JANUARY 31, 2012</b>	<b>REPORT ASSIGNED TO</b>	<b>DATE E-MAILED OR POSTED</b>
Necrology Report		

<b>TO BE SUBMITTED ON-LINE NO LATER THAN WEDNESDAY, FEBRUARY 22, 2012</b>	<b>REPORT ASSIGNED TO</b>	<b>DATE SUBMITTED ON-LINE</b>
Annual Statistics/Financial Report		
Clerk's Annual Questionnaire		

<b>TO BE RETURNED AFTER ANNUAL CONGREGATIONAL MEETING</b>	<b>REPORT ASSIGNED TO</b>	<b>DATE E-MAILED OR POSTED</b>
Report on Installed Pastor's Compensation		
Annual Report to Congregation		

<b>TO BE RETURNED AFTER SESSION ACTION</b>	<b>REPORT ASSIGNED TO</b>	<b>DATE E-MAILED OR POSTED</b>
Report on Compensation for Certified Christian Educators		

<b>TO BE SENT TO THE BOARD OF PENSIONS WITHIN 30 DAYS OF CHANGE</b>	<b>REPORT ASSIGNED TO</b>	<b>DATE MAILED</b>
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, Wednesday, February 22, 2012**