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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 much like last year. Since the Office of General Assembly no longer prints workbooks or forms, they now provide us with all the documentation online to distribute to congregations.

You will find digital copies of the workbooks on our website at: www.presbylh.org. We have set up a special page just for annual statistics reporting purposes. On that page you will find links to:

- The workbooks in both English and Korean
- The site for online reporting of annual statistics
- The site for the online Clerks Questionnaire
- Clerks Questionnaire blank form
- The 2011 Necrology report to presbytery

Below you will find your congregation's username and password to login to the General Assembly's website to enter your statistics. The link to that site is on the Annual Statistics page of our website.

Please note the final **deadline for entering statistics is February 22, 2012**. There are no exceptions as GA closes the system that day. It is strongly encouraged that you enter your information as soon as possible as the system slows down greatly in the last couple of weeks prior to the deadline. You can edit your information at any time prior February 22nd.

Also, there is a paper document with this letter. This is the updated version of what will be asked for Session Records Review in October, 2012. Please note that there are some changes. Making sure that a Session reviews the new required Manual of Operations and their sexual misconduct policy are two major additions. You will notice that there are fewer required registers and rolls. Finally, we tried to eliminate questions for items that are no longer required by the new Form of Government. If you need any help or clarification with this new Records Review form, please call Ted McCulloch, Stated Clerk, at 989-799-7481 x4.

If you have any questions do not hesitate to call the Recording Clerk, Staci Percy, at 989-799-7481 x2. The updated Records Review forms can also be found on the presbytery website on the Documents page.

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