

Instructions for Completing
TREASURER'S ANNUAL STATISTICAL REPORT FORM
Form S-4t
GENERAL

Important. Accuracy is essential. Other reports and comparisons, as well as analyses and research, will be based on these figures. Submit an original typed copy or a computer-generated reproduction of this form. Neatness and clarity are essential.

Presentation of Figures. See that all figures are properly punctuated. Separate the millions, thousands, and hundreds with commas. Report all money figures in US dollars using the General Conference fixed rates of exchange converted monthly for the period being reported. Omit the cents column and round to the nearest dollar. Adjust rounded figures, if necessary, to provide correct totals. Especially if using an electronic version of this form, do not put in decimals or have the computer do the rounding. Enter only whole numbers. Totals must agree with official treasury reports.

Scope. This form is intended to provide a category for all contributions made to the church, whether at the local church, conference/mission, union, division, or General Conference level. If it fails to do so in any way, please notify the assistant for general statistics at the General Conference Office of Archives and Statistics.

Before sending report to the Office of Archives and Statistics, look at each Union's report and compare it against the previous year's report. Confirm with Union any unusually high or low figures, making sure there are no typographical errors. Check formulas that they are picking up the correct cells. Thank you.

General Conference Office of Archives and Statistics

INSTRUCTIONS BY COLUMN
(The number of the instruction corresponds with the number of the column on the report form.)

1. **Organization.** Use the latest *SDA Yearbook* as a guide for correct and full English names and their correct order.

Use a separate form for each union conference/mission. List the union's name first, followed by all fields (except attached fields) in *alphabetical* order, whether they are conferences, missions, or fields. Report attached fields after the last conference. Finally, prepare a recapitulation form listing the name of the division on the first line, followed by the unions in alphabetical order, and attached field after the last union. Place the division totals on the totals line at the bottom of table. (This arrangement is identical to that shown in the *Annual Statistical Report*.)

Report financial figures from treasurer's remittance sheets giving twelve-month totals.

7. **Tithe.** (No explanation necessary.)

9. **World Mission Fund, Including Sabbath School.** Use amounts reported as "World Mission Fund" totals. Report only the funds listed as "World Mission Fund" on treasurer's remittance sheets.

11. **Other General Conference Funds.** Report the total of specific donations and all other amounts remitted to or cleared through the General Conference. Do not include any "World Mission Fund" amounts.

12a. **Intradivision Funds.** Report all "special funds" that remain within the division to be used at the conference/mission, union, or division level. Do not include any local church funds.

12b. **Ingathering Funds.** Report all Ingathering funds raised within the division.

13. **Local Church Funds.** Report all contributions received by the local congregation's treasurer but not remitted to the conference/mission. Do not include appropriations from the conference/mission or other SDA organizations for any aspect of local church work, such as the church school, the building program, etc.

14a. **Total Tithe and Offerings.** Provide the total of columns 7, 9, 11, 12a, 12b, and 13. Verify correctness of addition by summing both across and down.

17. **Sabbath School Mission Offerings.** Although this amount is a part of the figure in column 9, please report here the "Total Sabbath School Funds" line in the "World Mission Fund" section of the treasurer's remittance sheets. Do not include local churches' Sabbath School Expense.

Reporting Deadlines for Annual Treasurer's Report:

Overseas Divisions March 31
(Exception: the year of a GC Session, reports should be received at the GC no later than March 15.)

North American Division..... February 28