



**The United Methodist Church  
Southeast District  
PO Box 720  
Monticello, AR 71657  
Phone (870) 367-3365  
Website: [umcsed.org](http://umcsed.org)  
January 2010**

**YEAR END REPORT INFORMATION**

By now every pastor should have received the end of the year report packets. If you have not, please call the district office immediately. You can either fill out your year end reports and mail to the district office or go online and enter the data directly yourself (instructions for year-end online reporting will follow). Please remember that Year End Reports must be turned in to the District Office or completed online no later than **Monday, January 25, 2010.**

**Instructions for Year-End Online Reporting:**

Your username and password can be found on the top right corner of Table I. (Your username is the G.C.F.A. No. and your password is the Conference Church No. (The username and password is different for each church. Not the same as your district website user name and password.) If you need assistance, please call the district office (870) 367-3365 or email: [audrea@umcsed.org](mailto:audrea@umcsed.org).

- Go to <https://UMCData.com>
- Click on "Arkansas Conference" and then click on the "GO" button.
- Log in using your church's GCFA # as the username and your church's Conference Church #
- Select "**Local Church Statistics**"
- Select "**Enter Local Church Statistics for the Current Year**"
- Confirm that the church listed is your church, and click "**Continue**"
- Confirm that the data at the top of the first page is correct for *your* church (church name, pastor, and district). If not, please notify your district office.
- Choose to enter data for Table 1, Table 2 or Table 3 and click the appropriate link.
- **Enter data** for all white boxes. (*Data from 2008 is in brackets.*) The "Help" button on the left of the page will lead you to a document with more detailed instructions about the data entry process.
- If you discover you do not have all of the information necessary after starting data entry, you may **SAVE** your data and return to the site later to complete the process.
- When all data is entered, *and you have reviewed your entries*, click the "**Submit**" button.
- Use the "**Print/Preview**" button to print a copy of each table for your records.
- If you notice any errors after submitting, *please contact your District office* to make the change. Once submitted, you can no longer make changes to the reports.

Remember that anything you put on Table II on the following line items will be used to figure your Church District and Conference Apportionments for 2011. (Make sure that everything on these 11 lines are honest, accurate and only appear once. For example: make sure that the amount you put on Line 61 for Programming Expenses does not wind up being included in Line 62 for Operating Expenses or you will be apportioned twice for that amount. Same applies for all 11 line items. Do not tell your congregation that attendance and membership count—they DO NOT! The Apportionment formula for 2010 can be found on page 273 of the 2009 Conference Journal.

52	Total amount paid by local church for all direct-billed clergy health benefits
53	Total amount paid in base compensation to the pastor
54	Total amount paid in base compensation to all assoc. pastors assigned by Bishop
55	Total amount paid to/for pastor & associate(s) for housing & utilities and/or related allowances
56	Total amount paid to pastor & associate(s) for accountable reimbursements
57	Total amount paid to pastor & associate(s) for any other cash allowances (non-accountable)
58	Total amount paid in salary & benefits for Deacons (in 2008 Deacon/Diaconal combined)
59	Total amount paid in salary & benefits for Diaconal Ministers
60	Total amount paid in salary & benefits for all other church staff
61	Total amount spent for local church program expenses
62	Total amount spent for local church operating expenses

## DS / CLERGY INTERVIEW INFO

For the Pastor's interview with the District Superintendent, bring the following:

- The Pastor Parish Consultation Form filled out by the 2010 committee.
- Pastor's Consultation Form; and
- Pastor's Ministry Plan.

**Below are the DS/Clergy Consultations dates and times:**

Monday, Jan. 11, Good Faith Carr		Wednesday, Jan. 13th Grand Avenue-Stuttgart		Thursday, Jan. 14th District Office		Tuesday, Jan. 19th White Hall	
TIME	PASTOR	TIME	PASTOR	TIME	PASTOR	TIME	PASTOR
9:15	Bill Ferguson	9:00	David Bush	9:00	Gary Wiles	9:15	J.J. Galloway
10:00	Edna Morgan	9:45	Chuck Coffelt	9:45	Jim Stone	10:00	James Conn
10:45	David Fleming	10:30	George Rook	10:30	Kavan Dodson	10:45	Love Loftis
	Lunch		Lunch		Lunch		Lunch
1:00	George Mitchell	1:00	Donald Lewert	1:00	Boyd Savage	1:00	Roger Armstrong
1:45	Jim Brooks	1:45	Larry Martineau	1:45	Gene White	1:45	Fred Arnold
2:30	David Morgan	2:30	Walt Lowe	2:30	Maurice Caldwell	2:30	James Batts
3:30	Joe Glover	3:30	Ike Mohr	3:30	Terrie Bunnell	3:30	Alicia Frye
4:15	Hank Wilkins	4:15	Nan Nelson	4:15	Ted Edmondson	4:15	Judyth Ross
5:00	Mary Welch	5:00	Skip French	5:00	Hardy Peacock	5:00	George Crumbly
5:45	Jason Ferguson			5:45	Charles Cauley		

Wednesday, Jan. 20th District Office		Thursday, Jan. 21st West Helena UMC		Monday, Jan. 25th District Office		Friday, Jan. 29th Fordyce 1st	
TIME	PASTOR	TIME	PASTOR	TIME	PASTOR	TIME	PASTOR
9:15	Bill Eason	10:00	Kirk Doering	9:15	Russell Moore	10:00	Jonah Smith
10:00	Buddy Hamner	10:45	L.O. Taylor	10:00	Gary Maskell	11:00	Hammet t Evans
10:45	Bryan Diffee		Lunch	10:45	Melissa Maskell		Lunch
	Lunch	1:00	Bill Thompson		Lunch	1:00	Mark Rivers
1:00	Lee Zuehlke	1:45	Richard Rogers	1:00	Carolyn Doering	1:45	L.T. Marks
1:45	Don Johnson	2:30	Kennis Key	1:45	Tony Hill	2:30	
2:30	Glen Pettus	3:30		2:30	Cheryl Slocum	3:30	Travis Jackson
3:30	John Kidwell	4:15		3:30	Bart Bynum	4:15	
4:15	Marty Reep	5:00	John Love	4:15	David Moore	5:00	
5:00				5:00	Carol Moore	5:45	
5:45	Danny Dunlap						

### Christmas "Thank You"

Denise and I want to thank the clergy for the great "green" Christmas gift that was received at our District Clergy Christmas Luncheon on Dec. 12<sup>th</sup>. A special thank you goes out to St. Luke UMC for hosting the event and for the wonderful food prepared by the St. Luke United Methodist Women. Finally, Hammett Evans and Terrie Lynn Bunnell blessed us with wonderful and inspirational seasonal music. It is a joy to serve you.... Dennis





**SOUTHEAST DISTRICT, ARKANSAS CONFERENCE  
THE UNITED METHODIST CHURCH**

**REPORT OF THE ANNUAL AUDIT  
January 1, 2009 - December 31, 2009**

(This form is to be returned to the District Superintendent at the close of the calendar year, 2009.)

**Name of Church** \_\_\_\_\_

Receipts, Disbursements and Balances

Notes concerning Financial Records:

<b>RECORD</b>	Balances, Beginning of period	Cash Received and Recorded	Beginning Balance Plus Receipts	Total Disbursed For the Year	Balances, End of Period
Note Other Funds Below:					

Reconciled by: \_\_\_\_\_ Date: \_\_\_\_\_