

**INSTRUCTIONS FOR CHURCH REPORT FORM  
PHC-103**

CHURCH STATISTICS

I.D. A three digit reference number used for accounting and statistical purposes. If not known, call the conference office.

**Monthly/Annual:** This form has been designed for monthly and annual reporting. Please check the appropriate box.

**Line 1:** Number of members at beginning of the time period covered by this report/ should be the same as line 4 on the previous report

**Line 2:** Total of New Converts and Transfer In. *New Converts* are individuals who have mad a decision for Jesus Christ for the first time and have joined the church as a result of that decision. *Transfer In* includes all others.

**Line 3:** Total of *Deceased, Dropped or Transfer Out*.

**Line 4:** Add line 1 plus Line 2 minus Line 3.

**Line 5:** Average of number attending Sunday morning worship service for the time period covered by this report.

**Line 6, 8, 10:** Average number in attendance for the time period covered by this report.

**Line 7, 9, 11:** Number of people enrolled as member of this ministry at the close of the period covered by this report.

**Line 12:** Number of people making a first time decision.

**Line 13:** Number of people who have known Jesus Christ and have made a re-dedication to serve Him.

**FINANCIAL**

**Line1:** BEGINNING BALANCE. Enter the amount listed as the ending balance on the previous report.

**Line 2:** RECEIPTS. Total of items a-d below.

**Item a.** TITHES/OFFERINGS. Enter the total amount of tithes and other undesignated offerings received during the period.

**Item b:** DESIGNATED (CONFERENCE/GENERAL). Enter the total amount of designated contributions received for conference or general projects or offerings.

**Item c:** BUILDING FUND. Enter the total amount received for the local church building fund.

**Item d:** OTHERS. Enter the total of all other receipts for the period not included in a, b or c above.

**Line 3:** DISBURSEMENTS. Total of items a-c below.

**Item a:** CONFERENCE/GENERAL. Enter the amount of the check forwarded to the conference during the period covered by this report for all conference/General designated funds (See PHC-101, line 11). If this is an annual report, total the 12 monthly reports (PHC-103, line 3a).

**Item b:** SENIOR PASTOR. Item 1-Salary. Enter the compensation paid to the senior pastor during the period which will be included in that pastor's W-2 form at the end of the year. Do not include compensation paid to pastoral staff other than the senior pastor. Item 2-Housing/Utilities. Enter the amount paid to the pastor, or paid on his behalf, for housing or utilities. If the church provides a parsonage for the pastor, cross through the word "housing" and enter only the amount paid for parsonage utilities.

**Item c:** OTHERS. Enter the total of all other expenses paid during the period in a or b above.

**Line 4:** ENDING BALANCE. The ending balance is calculated by adding the total receipts to the beginning balance and subtracting disbursements. This amount should match corresponding figures in your accounting records and/or checkbook.