

END OF YEAR REPORTING

Information on submitting your Annual Service Report, due May 15, was sent separately

By MAY 20 - LAY DELEGATE NOTIFICATION (send immediately after LCC and not later than May 20)

Send notification to the district office of who your lay delegate(s) is/are:

- ONLINE at wisconsindistrict.org/#/info-forms/formsdeadlines. If you are unable to complete this online, email the names and email addresses to office@wisconsindistrict.org.

(If delegates do not have email, information will be emailed to the church office for you to communicate with them)

Statistical Report and Local Church Leaders Register must be completed in the portal:

- Login to www.Wesleyan.org/pastors. To log in you must use your correct username. If you don't remember your username, email office@wisconsindistrict.org. (You may also change your username by clicking on "My Account" and "Change Username").
- If you forgot your password, you must change that online; the district office does not have access to passwords.
- If you cannot find your account, *do NOT create a new one*. Duplicate accounts may opt you out of reporting.

By MAY 31 - STATISTICAL REPORT (opens May 1)

- Go to www.wesleyan.org/pastors and log in.
- Click on your church name to input statistics. For detailed instructions go to wisconsindistrict.org/#/info-forms/formsdeadlines "Statistical Report Instructions" (also available at www.wesleyan.org/pastors).
- *We require statistical reports be done online to automatically consolidate our district report. If you need to complete a hard copy and have someone from your church input the data online, those forms are available under Forms, Local Church Resources and select either: 1) Local Church State Report – computer version (to enter from your computer, and print out); OR 2) Local Church Stat Report – Hard Copy Version (PDF) (to print blank copy and complete manually). If you cannot find someone to enter the data online, please contact our statistician, Lonnie Selje, lonnie@webmonger.net). Forms in Spanish (Español) are available, but the submitted electronic version must be in English.*

By MAY 31 - LOCAL CHURCH LEADERS REGISTER (established & developing churches with officers)

- Go to www.wesleyan.org/pastors and log in.
- Click Church, then Leaders. Type in or find your church, which should bring up last year's Local Church Leaders. Edit.
- Please email us, office@wisconsindistrict.org, when you have completed the church leaders register. (Unfortunately we are not always able to determine when this has been updated).

Even if you do not know your vice-chair by this date, complete the information on all other leaders by this date, and input the vice-chair when he/she is chosen.

By AUGUST 31 - AUDIT CERTIFICATION OF YOUR LOCAL CHURCH'S FINANCIAL RECORDS

Print hard copy from wisconsindistrict.org/#/info-forms/formsdeadlines. Send completed form to office@wisconsindistrict.org or Wisconsin District Office, 5630 Sandhill Dr., Middleton, WI 53562.