

The Harvest Conference Year-End Reports

Report	Due Date
Pastor's Salary Report Form	December 15, 2023
Missions Goals Report Form	December 15, 2023
Budget (no form for this. Can use template in Appendix of Handbook for Church Treasurers)	December 15, 2023
Membership List (will be sent to pastor from prior year's list you sent in)	December 15, 2023
God's Choice Ministry Goal	December 15, 2023
Capital Improvements & Missions Expenditures, etc.	January 16, 2024
LMC form *	January 16, 2024

Treasurers, Finance Committee Members, Pastors,

The list above are the **required** yearend forms for the conference. Most of them are due on December 15. The pdf file with all of the forms will be on the conference website (see below) entitled "Year end forms 2023". If you would like the forms in Excel format that you can plug numbers into, let me know. I will email them to you.

For the Membership Lists: See the next page "Inactive Members" (from the 2019 BOD on Membership). They should not be counted when you do the Annual Report for the denomination (to be done online at some point next year)

The Capital Improvements form is not due until January 15, 2023. It needs to be amounts **as of December 31, 2023, so please don't send before then. Please carefully read the instructions for it.**

*If you had LMC's last year, you will be sent a form with their information. If you didn't, and have new LMC's since then, please use the form provided to send in. If you don't have any LMC's, you don't need to send any forms in.

There is also a **Handbook for Church Treasurers** on the conference website: www.hcfmc.org
Click on Conference Resources (don't just hold the cursor over it). The manual is on the right-hand side under Treasurer's resources. It covers many subjects that will be helpful to all of you. I know you probably have your 2024 budget already done or are in the process of doing it. The sections in the Handbook about budgeting should be used as a guide. There is a Church Budget Template in the appendix, if you would like to use it. Your budget should be done and approved before December 31, 2023.

The Handbook should have been printed out and kept in the church office. If not, please do so. If you do not have the ability to print the handbook (or someone at your church doesn't) let me know and I will send you a copy. I am trying to save on postage.

As always, if you have questions, please email or call me. I am normally in the office Monday - Thursday from 8 am to 5 pm.

God Bless,
Marlene McRoberts
pghfmc@gmail.com
878-207-2937