

**WV Annual Conference
PO Box 2469 Charleston, WV 25329
304-344-8331 ext. 40**

MEMORANDUM

To: Pastors/Treasurers
From: Cheryl Sutton
Regarding: Church Statements Now Available on the Web
Date: March 21, 2019

Great News! Your monthly church statement will now be available to view, download or print from the WV Annual Conference website. The statement will be made available each month. Pastors, treasurers or anyone else within your church that has access to the internet will now be able to go to the website and look at the statement. Each new statement should be available to access sometime during the first week of the month following our closing of the books for the month.

The statement will show all receipts that have been received in our mail up to and including the morning that we are doing our monthly closeout. We close the books each month on the last business day of the month providing that day does not fall on the weekend. In the case of the last day being on a weekend we could either close on the Friday going into that weekend or the Monday following depending on my particular workload during that time period. If you have mailed a payment close to the end of the month and it is not showing on the monthly statement for that particular month then we did not receive it before we closed the books. However, you should see it on the following month's statement. You can always contact me if there is a question regarding a payment.

I will no longer be emailing statements on a monthly basis or mailing paper ones quarterly as has been done in the past. There could occasionally be a time throughout the year that I may send a paper copy out. You may make a special request from me for a statement periodically if need be.

The statements will be uploaded each month and will only remain available until the following months upload. The previous months upload file will be overwritten. Be sure to print a copy or save to your files for your church as needed or desired. There is currently a sample copy of February's statement available on the website so you can have an opportunity to go and try it out.

Go to: www.wvumc.org/church-statements . Once you have gone to this link you may save it to your bookmarks or favorites to make it handy for revisiting each month.

If you do not use the above link you can also access the Annual Conference website at www.wvumc.org. Once there you can go to: Administration & Resources and drop down to Church Statements. You can then look up your statement by your 5 digit church number or by name.

If searching by name you will get a list of names that match or are similar. Make sure you check the city and district name to assure you are looking at the correct one. Click on the 'download report' link and a PDF file will come on screen. At this point you can print or save to a file as needed.

Please share this information with your charge treasurers and also with others in your congregation so they can look at or print the statement as desired.

Thank you.