



113 congregations working together

Presbytery of the James

ATTENTION:

CHURCH TREASURERS AND CLERKS OF SESSIONS

END OF YEAR REPORT CALENDAR

This is important information for **ALL** Treasurers and Clerks of Session. Please make note of these deadlines for December 2007 and early 2008.

If you have questions about anything, please give me a call. Thanks in advance, for your assistance.

Sincerely,

H. Carson Rhyne, Jr.
Stated Clerk

December 2007

1 2007 Annual Statistical Reports mailed to all clerks

JANUARY 2008

10 Last day to receive funds from congregations (3:00 p.m.)
15 Financial receipts received from congregations as of
December 31, 2007
24 Statistical Reports entered on-line to qualify for "Honor Roll" of
Clerks
31 Statistical Reports entered on-line by all congregations
31 2008 Statement of Intent

FEBRUARY 2008

15 Last day to receive 2008 Minister Terms of Call Report Form
and Annual Report for 2007 from Members at Large,
Validated Ministers and Educators

MARCH 2008

15 Last day to receive 2007 Session Records