

**The Presbyterian Church in Canada
Session Annual Statistical Report Electronic
Electronic Submission Guidelines**

Ensure that you have the latest version of Adobe Acrobat on your computer. For help with this go to**:

<https://get.adobe.com/reader/>

Steps:

1. You will receive the file via e-mail from the clerk of presbytery. Download the attachment and then save it as a PDF document. Watch the extension on the file as you save to ensure that it always remains a **.pdf**
2. Proceed to fill in the form keeping the following in mind:
 - a. All numbers **MUST** be rounded- no decimals should be entered into any field and no period after any number.
Correct -- 13,455
Incorrect-- 13,455_ or 13,455.03
 - b. Use proper capitalization with names (church, town, etc)
 - c. Pay attention to fields that have the box checked off as a default to ensure that it is correct for you. (4a, 11a, 11b)
3. When you have finished entering your data, save and close the file ensuring once again that you are still saving as a .pdf file. Open the file once again and ensure that you see the data that you have entered.
4. Send the file back to the clerk of presbytery as an e-mail attachment. Before hitting the send button ensure that the attached file is a .pdf file.
5. Send a scanned copy of your financial statements to the clerk as a separate e-mail attachment or e-mail directly to the national office at stats@presbyterian.ca clearly identifying your congregation and presbytery in the e-mail.

(An alternative PDF reader is Foxit. Go to: <https://www.foxitsoftware.com/products/pdf-reader/> for more information)