

**INSTRUCTIONS FOR FINANCE REPORT FORM**  
**60<sup>th</sup> Annual Holy Convocation 2009**

1. Complete your church name and address
2. Complete your name as pastor including your address and phone number.
3. Enter the names of those reporting together with their title if applicable and the amount reported under the appropriate column. For example:  
Enter your name as pastor and the amount of \$40.00 under the column Local Officials; the amount of \$40.00 under Bishop's Offering column in the "Jurisdiction" section and \$30.00 under Supervisor's Offering column in the "Women's Department Only" section.
4. Total all entries across and down.
5. At the bottom right of the form enter the amount for the church auxiliary report. For example: Large church \$300.00, Medium church \$225.00 and small church \$150.00 (This will include all of your church auxiliaries).
6. At the bottom left of the form enter your district then sign and date the report in the place provided.

**NOTE:**

- Please make one check payable to: **Church of God in Christ or COGIC, First Jurisdiction.**
- Reports are due Wednesday, August 19th at First Church COGIC, 2502 Centre Avenue, Pittsburgh, PA. Questions regarding the submission of your report should be addressed to the Finance Chair, **Supt. Kenneth M. Irvin (412) 731-5123. If you mail your report, address it to Supt. Irvin at 8074 Lincoln Rd., Verona, PA 15147.**
- Questions on completing the report form can be addressed to **Elder Robert T. Scholfield at 724-463-7550**